

## **21.03 Technology Purchases and Licensing**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide the technology necessary to assist employees in the completion of their job duties.

### Procedure:

1. Technology equipment includes, but is not limited to, computers, software programs, telephones, cell phones, TV/DVD, and other technology devices.
2. Employees will discuss any technology needs with their supervisor to determine need.
3. The Software/Hardware Review Request must be completed and submitted to the Technology Committee Chair.
4. A sub-committee comprised of the Technology Committee Chair and CEO/President will review the request and make recommendations.
5. The completed Software/Hardware Review Request must accompany any Purchase Requisition for approval.
6. All purchase requisitions or office supply requisitions must be approved by the supervisor, and division/divisional director.
7. If approved, the purchased items will be charged to the appropriate departmental budget.
8. Inventory management forms will be completed for all equipment as required by Policy & Procedure 11.20, *Fixed Assets-Inventory*.
9. All manufacturers' license requirements will be complied with. The Director of Communications will purchase, inventory and track all licenses.