

Request to purchase technology for 2018-19

Questions to answer for IT Governance Council

Send to Tom Lechner, TIS at lechnert@pcsb.org

Due by: 1/8/18 for Capital/District Funds

3/23/18 for Grants, PTSA, Referendum, & Title 1 Funds

Revised:9/7/2017

School/Department _____

Requested by _____

Function of the IT Governance Council:

The IT Governance Council formed in September 2014, to govern IT policies and procedures in Pinellas County Schools. One of the functions of the Governance Council is to receive and review all hardware and software purchases of ten or more devices and/or software licenses. The process is to take place on an annual basis for the following school year. The IT Governance Council is **not** a funding source for requests.

Purpose of the IT Governance Council is to:

- Maintain a process for evaluating and prioritizing major IT initiatives.
- Evaluate and recommend IT funding levels, models, and mechanisms.
- Evaluate the profile of the purchase of commodity IT hardware/software and make recommendations.
- Develop governance practices that differentiate and assign responsibility for governance, service delivery, and departmental roles.
- Ensure that the governance model will leverage the information assets of PCS, reduce expenditures and improve operations.

Product Information:

- Name of the item:
- How will the item be used?

Costs:

- How will this request be funded (funding source)?
- How much does each item cost?
- How many items do you want to purchase?
- What is the total amount of money for the entire request?

School-Based Support:

- What are the resources at your site available for technical support for this request?
- What support will you need from the district?
- Who will be the contact person in your school/department for questions?

Principal/Supervisor Electronic Signature

Date

For the IT Governance Council Use Only:

_____ Approved pending funding source on the following date:

_____ Denied for the following reason(s) on the following date: