County of San Bernardino
Department of Behavioral Health

Procedures for Purchasing Computer Equipment

Effective Date 9/18/06
Approval Date 9/18/06 **Allan Rawland, Director**

Purpose

To establish procedures for purchasing/ordering Computer Equipment (Desktop, Laptop, Printer, Scanner, Monitor, or Software only) necessary for DBH employees to complete their job duties.

Procedures

- All purchase requests must be communicated via the "Equipment Request Form" located on the DBH Intranet site in the DBH Forms category (http://countyline/dbh/StaffMaster/newequipmentrequest.html). A submission receipt will be provided. No other documentation is required to be submitted

- Supervisor level positions or above are the only staff authorized to submit the request form. The requestor is not required to seek authorization signatures from Directors and/or Deputy Directors

- Computer Equipment deployment standards are as follows:

Desktop/Laptop	**Standard User:** • Standard image • MS Office Products • May include Simon, eCura Tar Log, and TBS SQL applications **High End User:** • Includes low-end specifications • May include multiple MS Access and/or SQL database applications • May require extended memory (1Ghz+)

Printers	• **Desktop printers** (personal) are only authorized for supervisors and above, but regulated to black and white only. Personal color printers will not be permitted • **Network printers** will be established for all work units and allocated based upon number of staff and printed output volume. Both black and white, plus colored printers, low and high-end (pages/minute) will be available
Scanners, Monitors, Software and Extended Memory	• Evaluated based upon user justification
Other Computer Equipment	• All other computer equipment (mouse, keyboard, etc.) will be ordered in accordance with Purchasing Procedures in the SPM.