

**Policy Procedure:** Technology Purchases

**Procedure Number:** 511P

**Contact Information:** IT Administrative Services 703-323-3282

**Forms:**

**Last Reviewed Date:** 06/03/2020

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1. General Procedures
  - a. Individuals or departments should work with their local IT manager to identify an existing contract or to obtain a quote for the items they wish to purchase.
  - b. The local IT manager then submits the quote to the Vice President for Instructional and Information Technology for approval.
  - c. Once approved by the Vice President for Instructional and Information Technology, a technology approval memo is provided to the local IT manager and the purchase can then be made following established Commonwealth of Virginia, VCCS and NOVA purchasing policies and procedures.
2. Additional Provisions
  - a. Desktop computers, laptops, and classroom technology covered under the College's Annual Refresh program are purchased separately in accordance with established VCCS and NVCC policies and procedures.
  - b. Some purchases may require additional processing or approvals under existing procurement policies and procedures (i.e., Quick Quote, VCCS approval, sole source vendor, purchases in excess of single quote limit, etc.).
  - c. All purchases are subject to the availability of funds.