

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

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Chief Administrative Officer

Revised - Technology Purchases

To: All Staff

From: Jahantab Siddiqui, Chief Administrative Officer

The purpose of this circular is to inform staff of updated procedures relating to purchases of technology. Purchases of technology must now be made under the spend category of Technology - Computer irrespective of what funding source you are using. If funds are not budgeted in that spend category then a budget amendment needs to be processed and the instructions are included below. Please remember that in order to process a budget amendment you must be moving funds within the same state category. Once a budget amendment is completed and approved in Workday a purchase requisition can be entered. The purchase requisition process generates a technology questionnaire that is required in order to complete the purchase and was instituted to ensure compatibility with existing systems.

Purchases of technology must be made with a purchase order and not on a p-card.

Technology purchases include:

- Desktop and laptop computers
- Chromebooks
- iPads
- Printers
- Projectors
- Document Cameras

Please direct budget amendment questions to the budget office at budget@hcpss.org and school activity fund questions to Parveen Nayab at parveen_nayab@hcpss.org

See Appendix 1 which details instructions on making technology purchases from Central Office Operating Budget Accounts, Central Office Grant Accounts, School Little Budget Accounts, and School Activity Funds.

Appendix 1

Central Office Operating Budget Account

1. Central office staff must email the Budget Office at budget@hcpss.org to request a budget amendment. The budget amendment will transfer money from the spend category of that particular program (e.g. Supplies-Other, Supplies-Materials of Instruction) to the spend category Technology-Computer.
2. Prior to creating the purchase requisition, staff are to wait until the Cost Center Manager has approved the budget amendment. If the budget amendment has not been completed, the requisition will fail the budget check. There are no exceptions to this rule.
3. After the budget amendment is complete, create the requisition using the same worktags in the amendment, including the new spend category of Technology-Computer. Be sure to complete the automatically generated questionnaire after submitting your requisition to explain the purpose of the technology purchased.

Central Office Grant Budget Account

1. Central office staff must email the representative in the Accounting Office to request a budget amendment. The budget amendment will transfer money from the spend category of that particular program (e.g. Supplies-Other, Supplies-Materials of Instruction) to the spend category Technology-Computer.
2. Prior to creating the purchase requisition, staff are to wait until the Grant Manager has approved the budget amendment. If the budget amendment has not been completed, the requisition will fail the budget check. There are no exceptions to this rule.
3. After the budget amendment is complete, create the requisition using the same worktags in the amendment, including the new spend category of Technology-Computer. Be sure to complete the automatically generated questionnaire after submitting your requisition to explain the purpose of the technology purchased.

For grants please adhere to regulations and policies around how the funds are to be utilized and process a budget amendment with the awarding institute if necessary.

School Little Budget Account

1. Schools must email the Budget Office at budget@hcpss.org and copy the principal to request a budget amendment. The budget amendment will transfer money from the spend category of that particular program (e.g., Supplies-Materials of Instruction) to the spend category Technology-Computer.
2. Prior to creating a purchase requisition, staff are to wait until both the budget manager and principal have approved the budget amendment. If the budget amendment has not been completed, your requisition will fail the budget check. There are no exceptions to this rule.

Example of a Request for a Budget Amendment

The school is purchasing a Chromebook for the Gifted and Talented program using Little Budget funds. You would request a budget amendment to transfer money from this program's current spend category (in the example below, Materials of Instruction) to Technology-Computer.

Transfer From	Transfer To
Cost Center: Bushy Park ES	Cost Center: Bushy Park ES
Program: Gifted and Talented	Program: Gifted and Talented
Fund: Operating	Fund: Operating
Location: Bushy Park	Location: Bushy Park
Ledger: 20329-Other Supplies and Materials	Ledger: 20329-Other Supplies and Materials
Spend Category: Materials of Instruction	Spend Category: Technology-Computer
State Category: State_Cat_04	State Category: State_Cat_04
Amount: \$\$	Amount: \$\$

3. After the budget amendment is complete, create the requisition using the same worktags in the amendment, including the new spend category of Technology-Computer. Be sure to complete the automatically generated questionnaire after submitting your requisition to explain the purpose of the technology purchased.

School Activity Fund

1. Schools must email the Budget Office at budget@hcpss.org and copy the principal to request a budget amendment for the purchase of technology using your School Activity Funds. The budget amendment will transfer money from the chosen spend category (e.g., Supplies-Materials of Instruction) to the spend category Technology-Computer.

Example of a Request for a Budget Amendment

You are purchasing a Chromebook from your school activity funds for the Gifted and Talented program. You would request a budget amendment to transfer \$1.00 from this program's current spend category (in the example below, Materials of Instruction) to Technology-Computer. The budget amendment of \$1.00 is required due to budget check considerations.

Transfer From	Transfer To
Cost Center: Bushy Park ES	Cost Center: Bushy Park ES
Program: Gifted and Talented	Program: Gifted and Talented
Fund: Operating	Fund: Operating
Location: Bushy Park	Location: Bushy Park
Ledger: 20329-Other Supplies and Materials	Ledger: 20329-Other Supplies and Materials
Spend Category: Materials of Instruction	Spend Category: Technology-Computer
State Category: State_Cat_04	State Category: State_Cat_04

2. Via the HCPSS pony, send a school check made payable to HCPSS to Parveen Nayab in the HCPSS Central Office Finance Department. The school check must be written from account 035.0.000 (Technology) to cover the technology device expense. If funds are insufficient in the Technology account, you will need to transfer funds into Technology (035.0.000) from another account. On the school check stub, hand write the worktags that you are using on your purchase requisition/purchase order.
3. Please allow two weeks to process prior to creating your requisition.
4. Schools can check their Little Budget Report to see if the budget line has been added, showing the check has been processed and will create a negative actual and remaining balance.
5. Once the budget amendment has been processed and the check has been deposited, schools can enter the Purchase Requisition. Ensure that the requisition is created using the same worktags as those included in the amendment, including the new spend category of Technology-Computer. Be sure to complete the automatically generated questionnaire after submitting your requisition to explain the purpose of the technology purchased.