

**ADMINISTRATIVE POLICY**  
**Fauquier County, Virginia**

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**Policy Title: Computer Hardware/Software  
Procurement**

**Effective Date: 12/17/08  
Supersedes Policy: 9/24/08**

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**I. PURPOSE**

The purpose of this policy is to establish procedures for the acquisition of computer hardware, software and peripherals that are purchased with Fauquier County funds, connect to the County's network and/or require support of County technology resources.

**II. SCOPE**

This policy applies to all employees.

**III. DEFINITIONS**

Computer hardware, software and peripherals are defined as devices that are purchased to provide computer/computer-generated printing services, wired and wireless network access to employees. Peripherals shall include, but not be limited to, devices such as copiers, bar code readers, Windows Mobile devices or any other equipment that connects to or receives a data download from a county-owned PC or the county network.

**IV. PROCEDURES**

A. All requests for computer hardware, software and/or peripherals should be sent to the Department of Information Technology (DIT) for review.

B. Standard Hardware and Software

For purchase of standard hardware and/or software, DIT will prepare a quote and seek approval from the requesting department. Upon approval, DIT will initiate a Purchase Requisition using the requesting department's account code.

C. Non-standard Equipment

A request to purchase non-standard hardware and/or software shall be reviewed by DIT prior to submission to the Procurement Division for review of:

- Compatibility with existing standards and equipment
- Support requirements, and/or
- Suitability for department's technology needs

DIT shall complete its review within thirty (30) days of receipt of the request. If, after review, DIT does not approve the proposed purchase, it may ask the requesting department to reconsider its request or suggest an alternative.

D. Authorized Approvers

Only the Director and the Assistant Director of Information Technology are authorized to approve the purchase of hardware, software or peripherals under this policy.

E. Appeal Process

If the proposed non-standard purchase is not approved by DIT and a proposed alternative is not accepted, the requesting department may appeal the decision to the Technology Review Board.

The Technology Review Board shall meet with the Director of DIT and a representative from the requesting department to review the request and the DIT recommendations before making a recommendation to the County Administrator. The County Administrator shall make the final determination regarding the proposed purchase.

F. Non-Compliance

Computer hardware, software and peripherals not purchased in accordance with this policy shall not be paid for by county funds and will not be connected to any device on the County network. Any device that is purchased and connected to the County network without the pre-approval of DIT shall be removed from the PC and/or the County network.

Non-compliance with this policy may result in disciplinary action.