



**Department Procedure No. FIN-104a-13**

<b>Title:</b>	Technology Purchasing Procedure
<b>Authorizing Source:</b>	Policy No. FIN-104-02 State Administrative and Accounting Manual (SAAM Sections 30.30, 30.40, 30.45)
<b>Forms:</b>	Technology Purchase Request Intake Form State Property Documentation Form
<b>Information Contact:</b>	Procurement (253) 512-8229
<b>Effective Date:</b>	October 22, 2013
<b>Mandatory Review Date:</b>	October 22, 2017
<b>Revised:</b>	New
<b>Approved By:</b>	 <hr/> Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

<b>Actor</b>	<b>Action</b>
Requestor	1. Submits request for purchase / quote via Technology Equipment/Software Request (hyperlink) form to Program Manager
Program Manager	1. Reviews request 2. If approved, submits request via e-mail to Information Technology (IT) Helpdesk at helpdesk@mil.wa.gov. 3. If disapproved, returns request to Requestor
Information Technology	1. Reviews request for quote / purchase 2. Requests quote from vendor 3. Receives quote from vendor 4. E-mails quote to Program Manager 5. Creates Purchase Order (PO); attaches quote and request 6. Receives PO from system; prints PO 7. Places order 8. When item is received from the vendor: a. Completes Receiving Report b. Scans Receiving Report to Accounts Payable (AP) c. Tags item (if needed)

	<ul style="list-style-type: none"><li>d. Completes Property Document Form (PDF)</li><li>e. Submits PDF to Inventory Manager</li><li>f. Processes item for delivery</li><li>g. Delivers and installs item</li></ul>
Procurement	<ul style="list-style-type: none"><li>1. Receives e-mail through PO system</li><li>2. Reviews PO</li><li>3. If approved, PO system sends e-mail to IT, Accounts Payable, and Inventory Manager</li><li>4. If disapproved, PO system sends e-mail to IT</li></ul>
Accounts Payable	<ul style="list-style-type: none"><li>1. Receives PO via e-mail</li><li>2. Receives invoice when IT places the order</li><li>3. Receives Receiving Report</li><li>4. Processes payment</li><li>5. Closes payment process</li></ul>
Inventory Manager	<ul style="list-style-type: none"><li>1. Reviews PO for tag requirement</li><li>2. When order is placed, sends PDF to IT</li><li>3. Sends asset tag and PDF to IT</li></ul>