



# Taylor County

## Board of County Commissioners

### Policy Manual

Policy #:	Title:	Effective Date:
2010-11	Hardware Purchase Policy	07/06/2010

#### PURPOSE

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This policy ensures protection for all Taylor County Board of County Commissioners (TCBCC) networks by limiting computer related hardware purchasing approval to only Department of Technology & Information Systems (DTIS) approved staff or contractors. Anyone wishing to purchase any computer or networking related hardware must first contact the DTIS department before purchasing so that the hardware can be properly assessed before integration into any county networks.

#### REFERENCE

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Not Applicable

#### POLICY

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To promote a secure and efficient operating environment for all TCBCC staff and to ensure continuance of service to the general public only DTIS approved hardware will be purchased by TCBCC employees.

For all software installs or hardware installations county staff will use the proper DTIS approved channels for requesting any work to be done.

Any hardware being considered for purchase should be submitted to DTIS along with vendor contact information allowing sufficient enough time so DTIS can evaluate the hardware before purchase. This is to ensure that all hardware will integrate with the existing TCBCC security configuration and adequate pricing is achieved.

#### Enforcement

Any employee found to have violated this policy may be subject to disciplinary action.

**RESPONSIBLE DEPARTMENT**

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Department of Technology and Information Systems

**SUNSET DATE**

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**Sunset Date: None**

Revision Date: 10/01/2015