

<b>POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 15.6	<b>PAGE NUMBER</b> 1 of 2
	<b>RELATED ACA STANDARDS:</b> NONE	
<b>CHAPTER: 15 INFORMATION TECHNOLOGY</b>	<b>SUBJECT:</b> <b>COMPUTER AND PRINTER PURCHASES AND REPLACEMENTS</b>	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b>		
		
<b>APPROVED FOR PUBLIC RELEASE</b>		

- I. **AUTHORITY:** 29 Del. C. 89 § 8903 (4)(5)(7)
- II. **PURPOSE:** To develop policies and procedures for the acquisition, replacement and assignment of computers and printers within the Department of Correction (DOC).
- III. **APPLICABILITY:** All DOC employees and contractors.
- IV. **DEFINITIONS:** None
- V. **POLICY:** To ensure an appropriate number and type of computers and printers are available, all purchases and replacements of computers and printers must be approved through the Information Technology (IT) unit.
- VI. **PROCEDURES:** IT and the Central Business Office (CBO) will maintain computer and printer standards for preferred manufacturers and models. Equipment purchases must include necessary software licensing costs. All funding for purchases shall be at the requesting budget unit level. The general guidelines to help budget units through the process of researching, selecting and procuring computers and printers are as follows:
  - A. **Computers**  
The State of Delaware requires that agencies adhere to certain equipment specifications for desktop and laptop computers. DOC will adhere to these specifications in its procurement process as the State has contracted with vendors in a nationwide purchasing consortium. Contact IT for further information and assistance.
  - B. **Networked Printers**  
IT recommends networked, workgroup, laser printers for use department-wide. Networked printers can be connected directly to the State network, and workgroup printers are capable of supporting the printing needs of a group or unit. Through use of these machines, DOC can reduce overall costs; ensure compatibility with administrative applications; reduce maintenance costs; improve performance, features and availability; and support green initiatives.

Where feasible, all new printer purchases and printer upgrades should be workgroup class, include a built-in network interface card and be compatible with the current Windows operating system in a print server environment. The IT unit is available to verify printer specifications for budget units prior to requesting a price quote.

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**C. Desktop Printers**

The purchase of personal, desktop printers is not permitted. The applicable Bureau Chief may provide exemptions from this provision due to confidentiality or security-related issues and needs. Additionally, the IT unit is available to assist users in accessing an existing network printer or obtaining a new networked printer.

DOC currently has a number of personal, desktop printers employed throughout the department. As these units expire, IT will work closely with budget units to replace them with shared networked printers.

**To initiate a request for a new or replacement computer or printer:**

The budget unit must complete an electronic request, which is available on DOC's extranet site: <http://extranet.doc.state.de.us/Forms/HTML/MIS-Main-Form.html>

Once the request is received through the online form, IT reviews the request for compliance with DTI standards, obtains an electronic quote and returns to the original requestor for completion of a Purchase Order in First State Financials. The Budget Unit Manager, appropriate Bureau Chief (or designee), CBO, IT and Bureau Chief of Administrative Services (or designee) will review and approve the Purchase Order. Upon dispatch of the Purchase Order, CBO will place the order with the vendor and request the equipment be shipped to IT. Upon receipt, the IT unit will inventory the item(s) and coordinate installation with the requesting unit.

IT will handle installation of all new computers or printers and ensure that all appropriate users can access them successfully.