Guidelines for Purchase of iPads, Android Tablets, PCs, Laptops, Notebooks and Related Technology Devices

The SPS Information Service department is introducing some new technology and systems to better manage computer devices used in our School Division. A part of this is related to administering licensing agreements for software and “Apps” installed on SPS computer equipment. As well, external audit guidelines dictate that all computer equipment must be setup, inventoried and labelled by our IS department before arriving at the school to be used.

To facilitate this, the following guidelines are to be followed for obtaining any computer technology device of this type for use in your school or office:

- Purchases of this type of equipment are NOT to be made using a Pcard or from retail stores or supplier websites (including Apple) directly by school staff.
- All purchases of this type of equipment (Apple or any brand) are to be made from the SPS Online Purchasing/Requisitioning system and placed with Purchasing Services.
- The Online Purchasing/Requisitioning system will include all recommended models of devices to be used.
- Purchasing Services will arrange delivery of all devices directly to the IS Department who will set the device up, label and deliver it to the school for use.
- A mandatory $20 licensing fee has been added to pricing on the Board’s Online Ordering/Requisitioning Site and will be applied to each device ordered. As you purchase one of these devices the licensing fee will be charged to your budget line by journal entry.

This $20 fee covers the cost of the license required by provincial audit guidelines for any device operated by SPS. This fee will be charged for any device ordered after September 1/2012. You are purchasing the device as well as the mandatory license to operate it.

These guidelines are to be used on all purchases of this type of technology. If there are any questions or if equipment required does not appear on the Board’s Online Purchasing/Requisition system, please contact Purchasing Services.

Thank you.

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