

Technology Contract Guidelines

All technology related requests for hardware or software, including the associated contract reviews, contract control sheets and SOW's must originate from the purchasing department. Joe Zaborowski or Jorge Ramirez are the two primary contacts. Any such requests that do not originate from the purchasing department, will be forwarded to the purchasing department for standard processing, which will likely delay the approvals you are seeking.

Please reference purchasing policy #1.2 last revised in June of 2012, and the Technology Procurement policy #4.8 dated 01/2015. When purchases involve use of a P-Card please reference P-Card policy 6.1 which includes content summarizing prohibited use of personal credit cards and TERs for technology purchases.

Thank you in advance for your cooperation.

Mark Mongar – AVP-IT

Joe Zaborowski– Director of Purchasing Operations