## Does My PR Require TIS Approval?

Below is a list of commonly purchased items that require TIS approval.

- 1. Any hardware that will be touching the District's network
  - a. Desktops
  - b. Laptops
  - c. Chromebooks
  - d. Tablets
  - e. Projectors
  - f. Security Cameras (after M&O site improvement approval)
  - g. Marquees (after M&O site improvement approval)
  - h. VOIP Phones
  - i. Any other hardware that will ever be plugged into a network cable
- 2. Any classroom technology
  - a. Projector
  - b. Television
  - c. Monitors
  - d. Document Cameras
  - e. Audio Sound Systems
- 3. Any software that will require any assistance from TIS to install, maintain, adds students into, etc.
  - a. \*\*\*NOTE\*\*\* buying online videos or curriculum to download does not require TIS approval
- 4. Any software that requires student information to be added, even if the site will do it themselves
  - a. \*\*\*NOTE\*\*\* requires a CSDPA to be on file with the Purchasing Dept.
- 5. Any modifications being made to a classroom for technology purposes
  - a. Projector mounting (after M&O site improvement approval)
  - b. SMART Boards (after M&O site improvement approval)
- 6. Chromebooks
  - a. Devices
  - b. Licenses
  - c. Carts
  - d. Wiring

How Do I Add TIS Approval to My PR?

1. Before you approve and submit your PR into workflow you have to add the Req. Code "TS" for "Technology Approval (68) into the last drop down box on the "Req. Codes" tab of the PR

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