

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>02.03.010</b>	PAGE 1 of 10
	<b>Policy and Procedure</b>		EFFECTIVE DATE May 1, 2000	
SUBJECT <b>Computer Procurement Approval Procedure</b>		SUPERSEDES DPDR 02.03.010 DPOL 02.03.010	DATED 2/7/94 11/15/91	
TITLE <b>Administration</b>	CHAPTER <b>Information Systems</b>	APPROVED BY <p style="text-align: center;">Signature on File</p>		

## PURPOSE AND SCOPE

To establish the steps to be followed when procuring computers, computer-related peripheral equipment and software and to delineate headquarters and Region/System responsibilities. The Information Systems section is responsible for establishing and maintaining a focused approach to computer systems within the Department. Each Region/System is responsible for establishing an approach to computer systems within the Region/System that is consistent with the approach established by Headquarters.

## POLICY

It is the policy of the department to:

- Control procurement of computer-related equipment, software, and professional service contracts;
- Require Information Systems (IS) approval for purchases in excess of twenty thousand dollars;
- Require Information Systems (IS) approval for all computer-related professional service contracts;
- Appropriately code all computer-related expenditures using the statewide accounting system, AKSAS; and,
- Identify all equipment and software acquired by the department in a department-wide Inventory.

## PROCEDURE

### STOCK REQUEST:

#### A. Responsibility

1. Regions/System, Computer Procurement Representative

The Representative must review all computer-related Stock Requests to

ensure that they comply with the Region/System Information Management Plan. See Department Policy and Procedure 02.03.020, Information Management Planning.

The Representative may approve Stock Requests for less than \$20,000:

- where the Alaska State Accounting System (AKSAS) coding is correct; Note: appropriate AKSAS account codes can be found in Attachment B.
- that comply with the Region/System Information Management Plan;
- that do not include an item for:
  - a new network server or
  - a new network server operating system; or
  - an e-mail system other than Netscape Enterprise Mail.

NOTE: Stock Requests that include any of these items must be approved by the Headquarters Information Systems. It is the Representative's responsibility to obtain IS's approval on these Stock Requests, not the Region/System Procurement/Supply Officer.

- That comply with the Department's Computer Networking LAN Approval Policy and Procedure 02.03.030.

Stock Requests that exceed \$20,000 require dual approval and must be sent to the Headquarters Information Systems for its review and approval prior to being sent to the appropriate Procurement Office.

## 2. Headquarters/Regional/System Procurement Officer

Stock Requests for \$20,000 or more require approval by both the appropriate Representative and Headquarters Information Systems. Stock Requests for less than \$20,000 only require approval by the appropriate Headquarters, Regional, or System Representative. Stock Requests without appropriate approval(s) will be returned to the Headquarters/Regional/ System Representative.

## 3. Finance

Region/System Finance Sections will pay computer-related purchases at the fully qualified account level. If the appropriate AKSAS account codes for computer procurement (see Attachment B) are not recorded on the invoice and delivery order, Finance will take appropriate actions to correct the coding.

## 4. Headquarters - Information Systems (IS):

All computer-related Stock Requests for:

- \$20,000 or greater; or
- a new network server; or
- a new network operating system; or

- an e-mail system other than Netscape Enterprise Mail

must be reviewed and approved by the Headquarters Information Systems.

Note: All Stock Request reviews performed by IS will be completed within five working days after receipt of the document.

#### B. Critical Components

Assigning accurate AKSAS account codes to the purchasing transaction is a critical component in the execution of this Procedure. This will enable AKSAS users to generate accurate cost reports for computer equipment and other related costs from AKSAS.

Attachment A details the Procedure in a flow chart format.

Attachment B lists the AKSAS account codes to use for computer-related expenditures.

Attachment C provides examples of the documents used in the procurement process.

### **AUTHORITY**

AS 44.17.010; AS 44.42.030

### **IMPLEMENTATION RESPONSIBILITY**

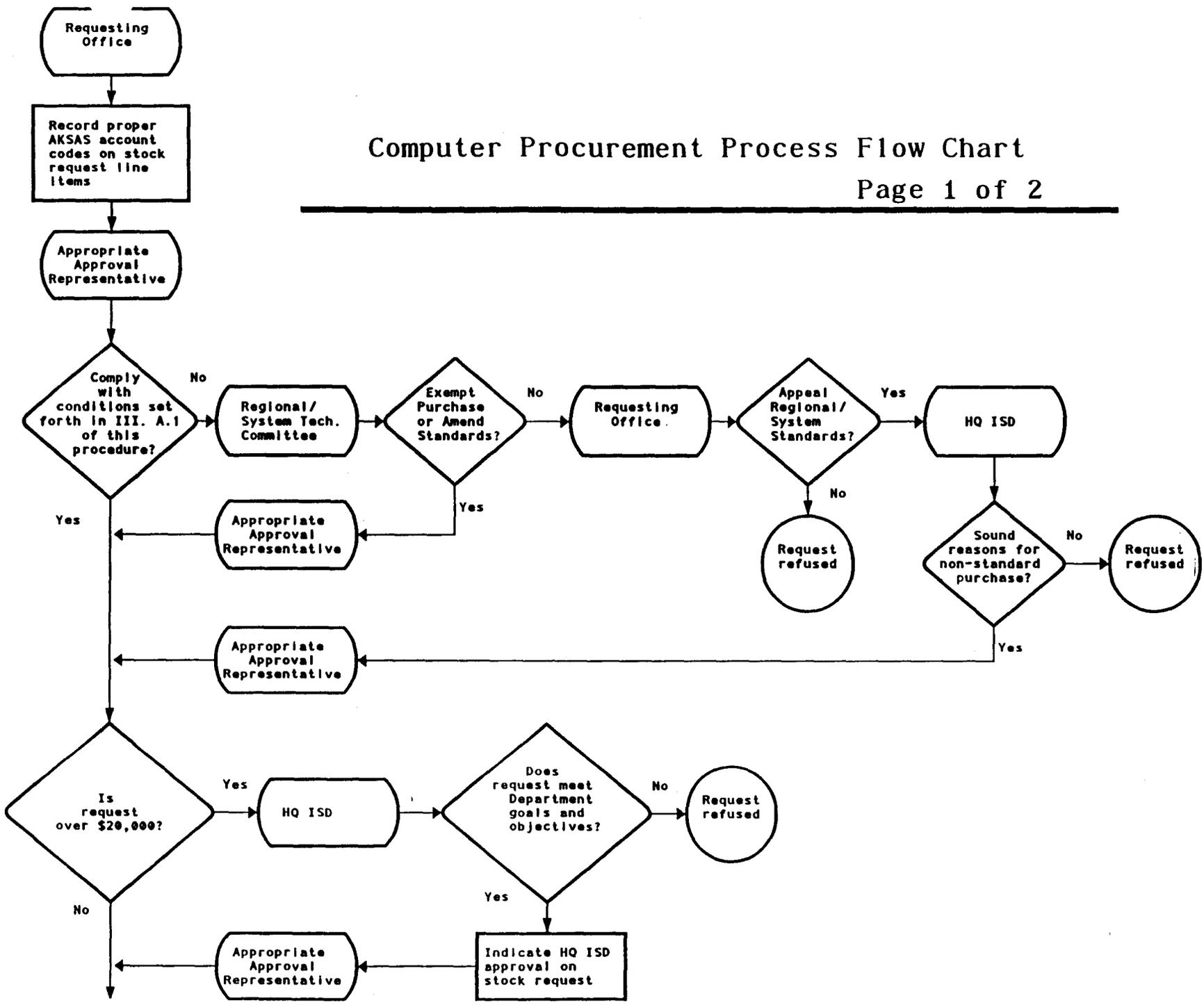
Director, Statewide Information Systems

### **DISTRIBUTION**

All holders of the Policy and Procedures Manual

# Computer Procurement Process Flow Chart

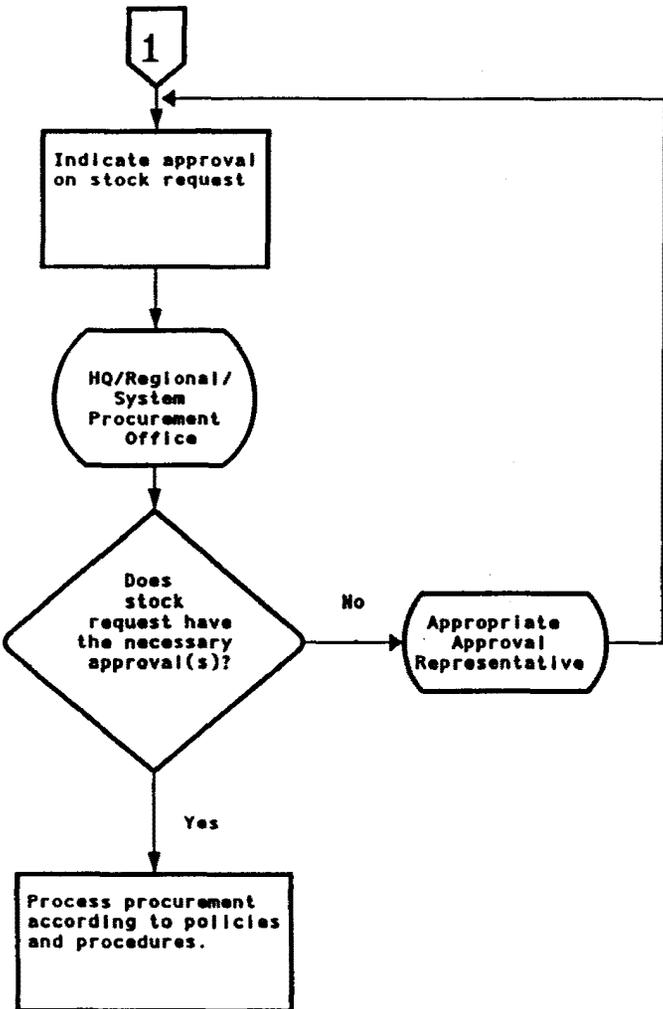
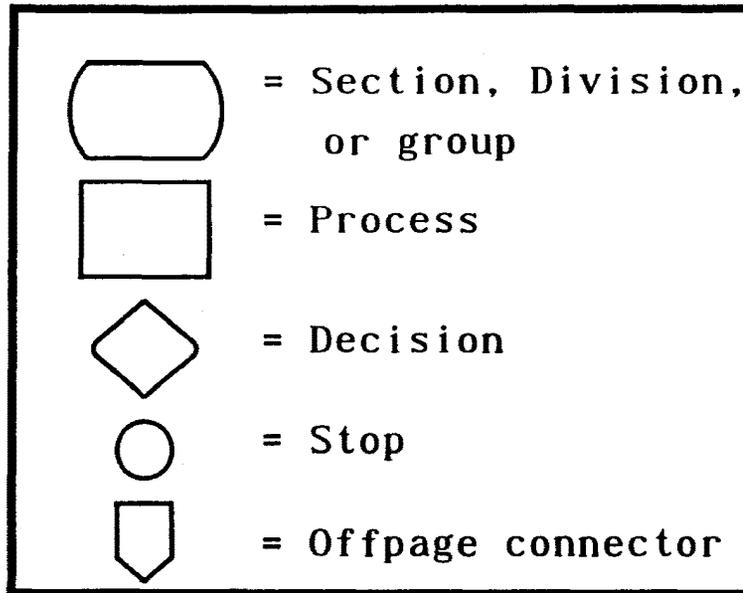
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# Computer Procurement Process Flow Chart

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## Legend



## Attachment B

### AKSAS Account Codes For Computer Related Expenditures

These are the only codes to be used for computer hardware, software and related expenditures.

#### Non-Capital Commodities:

##### 74565\* DATA PROCESSING SUPPLIES/MICRO SUPPLIES

Cables, glare reflectors, static mats, mice, floppy disks, and other miscellaneous peripheral hardware and items under \$5,000.00 each.

##### 74566\* DATA PROCESSING SUPPLIES/SOFTWARE

Microcomputer software and upgrades under \$5,000.00.

##### 74223\*\* COMPUTER COMMODITIES

Newly identified commodity code for posting the purchase of Computers, Computer Equipment, Hardware, Printers, etc. under \$5,000.00 not identified under 74565 & 74566. Special Note: These items are not eligible for federal participation without prior written federal authorization.

#### Capital Items:

##### 74561\*\* MICROCOMPUTER SOFTWARE

Microcomputer software and upgrades \$5,000.00 and over.

##### 75797\*\* MICROCOMPUTER HARDWARE COMPONENTS

Computers, printers, monitors, disk drives, tape drives, memory boards, and other components and peripherals of a microcomputer workstation for \$5,000.00 and over.

##### 75834\*\* NETWORK COMPONENTS

Modems, bridges, routers, repeaters, file servers, gateways, cabling, Network Interface Cards (NICs), and other components of local and wide area Networks for \$5,000.00 and over.

#### Contractual Items:

##### 73799\*\* COMPUTER, NETWORK AND SOFTWARE MAINTENANCE COSTS

Maintenance and repair costs associated with supporting microcomputer workstations and local and wide area networks, and the costs associated with microcomputer software maintenance agreements.

##### 73258 DATA PROCESSING PROFESSIONAL SERVICES

Data processing related professional services received from vendors or

consultants.

\* Allowed as a participating coded cost on FHWA (highway) projects under the restrictions of supply and commodities usage. This means that the item must be either: (1) Totally consumed on the project by which it was paid for, or (2) If some usage life is remaining, the value of the remaining usage must be determined and either moved to non-participating or transferred to another project. This practice must be continued until the item is totally consumed.

Requires either prior written Federal approval from or use with an approved allocation plan by the FAA, when coded as participating on FAA funded projects.

\*\* Requires Prior written Federal approval when coded as participating on federally funded projects.



# State of Alaska

Department of Transportation & Public Facilities  
PROCEDURE MANUAL

DPDR 02.03.010  
COMPUTER PROCUREMENT APPROVAL PROCEDURE

Effective: February 7, 1994  
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## Attachment C - Sample Procurement Forms (Page 2 of 3)

<b>DELIVERY ORDER</b>		<b>STATE OF ALASKA</b> Transportation & Public Facilities, Statewide Procurement 3132 Channel Drive, Juneau, Alaska 99801-7898		<b>DELIVERY ORDER NUMBER</b> <b>D.O.2562115</b>				
<b>SHIP TO</b>	Dept. of Transportation & Public Facilities Statewide Procurement 3132 Channel Dr. Juneau, AK 99801-7898			DATE DELIVERY REQUIRED <b>Aug 15, 91</b>				
				DATE OF DELIVERY ORDER <b>July 20, 1991</b>				
				STOCK REQUEST NUMBER <b>25-ISD-123</b>				
		ORDER ISSUED BY <b>CA# 27217</b> Exp. Date		ACCORDANCE WITH QUOTE# <b>25ISD123</b> Date				
<b>CONTRACTOR</b>	COMPANY/CONTRACT NAME <b>Slick Salesguy</b>		TELEPHONE NO. <b>(907) 345-6789</b>	C&S VENDOR CODE	<input type="checkbox"/> Order is Based On <input type="checkbox"/> Shipments Via	<input type="checkbox"/> Air Parcel Post <input type="checkbox"/> Air Freight	<input type="checkbox"/> Surface Parcel Post <input type="checkbox"/> Surface Freight	<input checked="" type="checkbox"/> Other - See Text <input checked="" type="checkbox"/> Vendor Check
	Microwage Inc. 123 Main St. Juneau, AK 99801			SHIPPING INSTRUCTIONS <b>Attn: Gary Hind, Room 345</b>				
Notes: This order constitutes a binding commitment between the state and the contractor listed herein. Unauthorized modification without the expressed prior approval of the purchasing authority will result in a financial obligation on the contractor under the state personnel making the change.								
ITEM NO.	COMMODITY CODE	QUANTITY REQUIRED	UNIT OF MEASURE	DESCRIPTION <small>NOTE: Include C.S. Item Number if appropriate</small>	UNIT PRICE	EXTENDED PRICE		
1		1	ea.	IBM PS/2 Model 70(8570-A61T), CA 27217 (75797)	\$4700.66	\$4700.66		
2		1	ea.	Whizbang Ethernet Adapter Adapter Mod. 123 (75834)	\$625.00	\$625.00		
3		1	ea.	IBM OS/2 Extended Edition Ver. 1.3 (74561)	\$489.00	\$489.00		
4		1	ea.	Borland Sidekick (74566)	\$48.00	\$48.00		
5		1	ea.	Microsoft Mouse (74565)	\$89.98	\$89.98		
6		1	ea.	Install software on above (73256)	\$100.00	\$100.00		
SEND INVOICE IN DUPLICATE TO		Department of Transportation & Public Facilities, Statewide Procurement 3132 Channel Drive Juneau, Alaska 99801 - 7898			PAGE 1 OF 1 PAGES	TOTAL OF ALL PAGES	\$6052.64	
I certify that I have received the material shown or excepted on reverse.				State Use Only Signature		Date Received		
FIN	AMOUNT	SY	CC	HGM	LC	ACCT	FY	
1	\$3,026.32		25060008		32010019			
2	\$3,026.32		25720004		32010014			
3								
4								
PURCHASING AUTHORITY NAME <b>Gary Hind, Supply Officer</b>				PURCHASING AUTHORITY'S SIGNATURE			TELEPHONE NUMBER <b>(907) 465-4010</b>	
<b>IMPORTANT:</b>								
1. D.O. number and receiving agency name must appear on all invoices and documents relating to this order.								
2. Do not overship or substitute. Recd freight bills must accompany all claims for freight charges.								
4. The state is registered for tax free transactions under Chapter 32, IRS code. Registration number 92-73-0006 K. Items are for the								

