

**County of San Bernardino
Department of Behavioral Health**

Procedures for Purchasing Computer Equipment

Effective Date 9/18/06

Approval Date 9/18/06



Allan Rawland, Director

Purpose To establish procedures for purchasing/ordering Computer Equipment (Desktop, Laptop, Printer, Scanner, Monitor, or Software only) necessary for DBH employees to complete their job duties.

- Procedures**
- All purchase requests must be communicated via the “Equipment Request Form” located on the DBH Intranet site in the DBH Forms category (<http://countyline/dbh/StaffMaster/newequipmentrequest.html>). A submission receipt will be provided. No other documentation is required to be submitted
 - Supervisor level positions or above are the only staff authorized to submit the request form. The requestor is not required to seek authorization signatures from Directors and/or Deputy Directors
 - Computer Equipment deployment standards are as follows:

Desktop/Laptop	<p>Standard User:</p> <ul style="list-style-type: none">• Standard image• MS Office Products• May include Simon, eCura Tar Log, and TBS SQL applications <p>High End User:</p> <ul style="list-style-type: none">• Includes low-end specifications• May include multiple MS Access and/or SQL database applications• May require extended memory (1Ghz+)
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Printers	<ul style="list-style-type: none">• Desktop printers (personal) are only authorized for supervisors and above, but regulated to black and white only. Personal color printers will not be permitted• Network printers will be established for all work units and allocated based upon number of staff and printed output volume. Both black and white, plus colored printers, low and high-end (pages/minute) will be available
Scanners, Monitors, Software and Extended Memory	<ul style="list-style-type: none">• Evaluated based upon user justification
Other Computer Equipment	<ul style="list-style-type: none">• All other computer equipment (mouse, keyboard, etc.) will be ordered in accordance with Purchasing Procedures in the SPM.