Gaston College
Technology Services
Technology Request Procedure

The following procedure is used to initiate a technology purchase request. All technology purchases must go through the following procurement process. In the case of state equipment purchases, this procedure is used in addition to, not in place of, the state equipment budgeting process and routes purchase order requisitions through the Technology Review Committee.

Submitting a Request – Send the request to Technology Services, c/o TRC. The request can be delivered electronically via an email to TRC@gaston.edu or via hard copy sent through campus mail to Technology Service / TRC. The request can take the form of:

1. A completed purchase requisition – All appropriate signatures must be on requisition. The requisition will then be reviewed based on the money amount.
3. A Needs Request – This is a technology request in which the type of equipment or service is not already determined. This type of request must still have preliminary funding approval based on approximate estimation of cost. This form is available on the Technology Services’ Forms Page at http://aux.gaston.cc.nc.us/techservices/update/formpage.asp.

Review Process – Once the request has been received, it is evaluated as follows:

1. Request with amount over $500 – The request is sent through the Technology Review Committee for review in accordance with Policy 7-4.
2. Request with amount under $500 – The request is evaluated by Technology Services to determine that the equipment or service meets the stated need.

Request Review Result

1. If your request is approved, you will be sent a memo stating that a purchase order requisition has been delivered to Purchasing.
2. If your request is denied, you will be sent a memo stating the reason.
3. Once the purchase requisition is fulfilled, you will be contacted to schedule installation.