

Procedure 9.0302

Laptop Purchase Procedure

Laptop purchases for the College will be coordinated through the Information Technology department and must have senior administrator approval. Laptops should only be purchased if there is an educational or business need for the end user. Laptops purchased with college funds are restricted to college business use.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Information Technology Policy](#)

History

Senior Staff Review/Approval Dates: 4/2/13

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*