

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES, PROCEDURES, DIRECTIVES	REFERENCE NUMBER: 503.03
SUBJECT: MICROCOMPUTERS	INITIAL EFFECTIVE DATE: 12/13/84
TITLE: MICROCOMPUTER PROGRAMMING AND ANCILLARY EQUIPMENT	LAST REVISION DATE:

ADMINISTRATIVE PROCEDURE:

The City of Denton recognizes the value of the use of microcomputers in increasing the productivity of its workers. While the use of package software and standardized equipment is encouraged, it is sometimes necessary to utilize custom programmers or specialized equipment. To take advantage of special discounts and eliminate potentially redundant applications, these procedures are established to maximize a favorable cost/benefit ratio.

1. Purchase and/or lease purchases of microcomputers and all ancillary equipment will be coordinated with the Director of Information Services.
2. Purchase of all software packages for use on the microcomputers will be coordinated with the Director of Information Services.
3. Hiring of contract programmers for custom programming on microcomputers will be coordinated with the Director of Information Services. The hiring of contract programmers will be based upon the availability and expertise of the City of Denton's programming staff.
4. Appeals of action authorized by these policies beyond the Director of Information Services will be directed to the staff of the Information Services Steering Committee and will be reviewed by the Steering Committee.