



Date: June 16<sup>th</sup>, 2015

To: All Purchasers and Acquisition Card Holders

From: Alison Thom  
A/Director, Finance and Administration

**Re: Purchasing of “Information Communication Technologies (ICT)” and “ICT Infrastructure”**

Finance is still seeing a noticeable amount of unapproved “ICT” purchases via acquisition cards, LPOs and or RFPs or via Innovation Grants.

All future purchases of “ICT” and or “ICT Infrastructure” must be authorized through IT Support Services (ITSS) manager and or the Technology Assisted Learning (TAL) coordinator **PRIOR** to any purchase.

“ICT” is defined as and includes (regardless of brand, make or model);

- any “network enabled device” such as servers, desktop or laptop computers, tablets such as an iPad, video conferencing equipment, networked printers, Apple TVs or equivalent;
- any 3<sup>rd</sup> party non-departmentally provided apps or software installed on any device;
- any 3<sup>rd</sup> party intranet, extranet and or internet (web or otherwise) based tools, systems and or services;

“ICT Infrastructure” is defined as and includes;

- All Yukon Government networks (e.g. YNET & YESNet);
- All Yukon Education LAN Room & all network equipment within Yukon Education buildings including wired and or wireless connection;

ITSS & TAL are the **ONLY** units authorized to approve and procure “ICT” and “ICT Infrastructure” goods or services. You must consult with one or both units who will vet your request(s), provide approval, instruct you on how to procure and or will provide procurement for you e.g. Apple equipment.

Many, often hidden, benefits are realized as part of this process including:

- **Compatibility:** of the technology with existing ICT and ICT Infrastructure;
- **Security & Privacy:** ensures ICT meets IT security standards and is **allowed** to access Yukon Government networks;
- **Cost savings:** realized through educational discounts, greater standardization, reduction in replication of ICT, volume purchasing, staffing efficiencies, and other means;
- **Consultation:** provides you access to knowledge and understanding from years of ICT expertise and understanding of Yukon Education’s ICT facilities;
- **Support:** ensuring ICT purchases are supportable and sustainable;

- **Inventory:** Support for the inventory and management of your ICT devices;

All requests must be received in written format, either through email or the supplied "Purchase Authorization" forms available here:

Forms for all ICT Purchases are located under <http://www.yesnet.yk.ca/staffroom/tal.html> (see "acquisitions" section).

For email authorizations contact [itss@yesnet.yk.ca](mailto:itss@yesnet.yk.ca) for all computer components prior to purchasing the items.

Yukon Education reserves the right to remove the hardware or software from computers without reimbursement of the item. If the problem persists, Yukon Education also reserves the right to revoke spending authority.

If you have any questions please contact ITSS at 667-8535 or Finance at 667-5337 or 667-8242

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