

Procedures for Equipment Purchases

1. Create an asset request – listing the equipment needed.
 - a. For a language project it could be the following:
 - i. BTTW Laptop Set
 - ii. BTTW Tablet Set
 - iii. Printer (we have a list of Asset found in PORT)
 - b. For the contracted worker:
 - i. International Contractor Laptop
2. If the Asset request is be procured OTG (On The Ground) TechAdvance will request from the requester the following information:
 - a. At least 2-3 quotes indicating the following:
 - i. Cost for each item in usd
 - ii. Specs for each item (make/model/Specification memory/processor/hard drive/Operating System). Recommended specs are found below*.
 - iii. Once approved how you want the funds to be sent?
 1. Internal Transfer (indicate account)
 2. International wire
3. But wait...there's more!
 - a. Reoccurring cost - TechAdvance will not purchase any items that will be reoccurring. For example: MS Office and other items, Connectivity cost
 - b. International Contractor Laptops – we need the name of the contracted worker receiving the laptop.
 - c. TechAdvance requires Asset Request to be submitted 45 days prior to purchase of tech.
 - d. TechAdvance will not purchase Cell Phones

*Recommended Specs for BTTW and Orature laptop kits

This configuration will work for BTTW	This configuration will work for BTTW and Orature.
Processor: Intel Core i3	Processor: Intel Core i5
Memory: 8 GB RAM	Memory: 8-16 GB RAM
Hard Drive Storage:500gb ssd	Hard Drive Storage:1tb ssd
Licensed Windows OS Installed	Licensed Windows OS Installed