**BIT Standards for Digital Camera Purchases**

* Digital camera is compatible with all additional BIT hardware and software standards.
* The digital camera will have a removable memory card that can be used to transfer pictures from the camera to a PC.
* The digital camera will be able to transfer pictures without the use of a software applet or administrative privileges on the PC.
* The digital camera will have any necessary batteries and/or chargers included with the camera.
* The digital camera must have a minimum 1 year warranty.

If the digital camera does not meet all of these requirements a New Products Request (NPR) will need to be submitted to BIT. Attach the NPR approval and quote to the requisition in ESM, Office of Procurement Management’s Procurement System, to process the purchase order.

Agencies need to follow the Local Purchase Policy guidelines when purchasing digital cameras.

Questions regarding digital camera specifications, contact Shellie Patterson, shellie.patterson@state.sd.us, 605 773-4024, with BIT Standards.

Questions regarding the purchasing of a digital camera, contact Heather King, david.guild@state.sd.us, 605 773-4592, with Office of Procurement Management.