

**REQUISITION FOR TECHNOLOGY EQUIPMENT,
SUPPLIES, AND SOFTWARE
PART I
BELGRADE PUBLIC SCHOOLS**

(Note: Technology equipment is broadly defined as equipment that requires a microcircuit for operation – digital vs. analog.)

VENDOR IDENTIFICATION:

Name of Company

Street or Box No.

City State Zip Code

EMPLOYEE ID: _____
Print Name Date

DEPT. HEAD. RECOMMENDING: _____
Initials Date

SUPV. RECOMMENDING: _____
Initials Date

- TYPE OF REQUISITION:** (Check Response)
- Technology Equipment, Replacement
 - Technology Equipment, New--Complete and attach Part II
 - Software, Replacement
 - Software, New—Complete and attach Part II
 - Technology Supplies (CDs, USB Flash Drive, DVDs)

Instructions: Submit this requisition to the District Office after receiving a recommendation for purchase. The final decision will be made by the District Office based on available budget.

Catalog No.	Item Description	Quantity	Unit Cost	Total Cost
Grand Total . . .				

INFORMATION: Present inventory of item(s) _____. Statement of need (if not part of an official textbook/workbook adoption):
