

**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):

**REQUISITION FOR TECHNOLOGY EQUIPMENT,
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1. If you are requesting new software or hardware, you must fill out this form. Please fill out the form completely as this is what we use to determine ordering priority.
2. If you are requesting several items that make up a system (example: smartboard, projector and speakers) then fill out this form.
3. If you are requesting several items that are for separate systems (example: projector, printer, DVD media) then fill out a separate form for each item.

Indicate Funding source (If Other Than Technology Funds): _____

Why is there a need for the requested equipment?

How will the equipment requested be used and will the equipment be shared with other employees?

Where will the equipment be kept and who is responsible for the security of the equipment?

How will this equipment improve your instruction and your students' learning?

What is the duration of the program or activity requiring this equipment?

In a given school year, how many students will benefit from this equipment?

What are the projected results that you anticipate upon completion of using this equipment?

How will you document the results?

What training and/or support will you need to complete the equipment implementation and usage?

Attached Any additional Information To This Form Before Turning It To Panthertech.

For Office use ONLY Curriculum Director Approved _____ Date / / Director of IT Approved _____ Date / /

Training Responsibility Requester _____ Professional Development _____ Panthertech _____