REQUISITION FOR NEW TECHNOLOGY PURCHASES
HARDEMAN COUNTY SCHOOLS - 2007/08

In order to assure that future technology purchases are aligned with meeting the goals of Hardeman County Schools, the following steps must be followed prior to acquiring any new hardware/software:

1. **Complete both front and back of this form.**
2. **Submit the form to the Technology Department of The Board of Education for approval.**
3. **If approved, follow instructions for ordering new purchases as noted by the Technology Coordinator on the returned form.**

NAME: _____ **POSITION:** _____ **DATE:** _____

Please Check: ☐ Instructional Use ☐ Administrative Use ☐ Both Other (specify): _____

Will staff development/teacher training be required for effective use? ☐ Yes ☐ No

If Yes to staff development/teacher training, stipulate type and extent of training needed: _____

Describe in detail the specific application of this technology purchase. Include how this technology will be utilized to meet your instructional goals or assist you in your productivity.

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Proposed Funding sources/Account No.: _____

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QTY	PRODUCT DESCRIPTION	VENDOR	PRICE	NETWORK Yes or No

Attach copies of any descriptive information available (i.e., product brochures, catalogs, etc.)

SIGNATURES

**Director/Supervisor's assessment of appropriatenes in meeting instructional and/or administrative outcomes (required):*

Requested by: _____

Principal: _____

To Be Completed by the following Central Office Personnel Only: **(***Please note that a purchase order number is required before purchasing technology and all signatures must be obtained before requesting a purchase order number.)*

Approved: ☐ Yes ☐ No ☐ Resubmit Explanation for denial: _____

Director/Supervisor: _____ Date: _____

Approved For Purchase: ☐ Yes ☐ No

Ordering procedures _____

Explanation for denial _____

Technology Coordinator: _____ Date: _____

Approved Funding: ☐ Yes ☐ No

Asst. Dir. for Finance and Administration: _____ Date: _____