



ITS TECHNOLOGY PURCHASING FORM

All hardware and software purchased, whether stand alone or networked, must be reviewed by the District Technology Department before purchase. That review is initiated by submission of this form. Please fill out and digitally sign, or print, scan, and email this and any supporting information to helpdesk@normandysc.org. It can be sent to IT via District mail, but this will add significant processing time, and will be returned via email. You can also attach it to a support ticket

Name of person initiating the purchase: _____

Name of building or department _____
(Email/phone)

Contact Information _____ Date: _____

Name, vendor, and description of hardware or software to be purchased. Attach proposal or quote from vendor. Be Specific- Please no See attached, or just vendor name.

Detail of location, time-line, and educational uses to which the purchased item will be put:

SCHOOL LEVEL

Principal should review and discuss the purchase with the faculty, including the requesting a Tech and the School Technology Committee. **Form must be signed by school administrator before submission to ITS Reviewed and approved by building administrator :**

Signature _____ Date: _____

DISTRICT LEVEL

Reviewed by District IT Department:

Signature _____ Date _____

Approved

Approved with Conditions (see notes)

Not Approved.

Notes: _____
