

## Technology Requisition (New Equipment)

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

Item Needed:	Qty	Assigned Location (Name, Rm #, Dept, Etc.)

\_\_\_ District/Finance PO Account #    - - 0- - - - -  
                                 Account #    - - 0- - - - -  
                                 *MUST HAVE FULL ACCOUNT, i.e.* -- 20-###-0-####-####-#####-#####-###  
 \_\_\_ School \$/School PO # \_\_\_\_\_

\_\_\_ Please indicate if you need a copy of the technology quotes.  
 (Small Purchase \$10,001-\$250,000 / 2 price or rate quotations)

\*Please be aware that most quotes are only good for 30 days from the date they are generated.

**Technology Department Use**

VENDOR(s) \_\_\_\_\_

PO created: \_\_\_\_\_

*Specs / Quote Number, Etc.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
 School Administrator/Secretary

\_\_\_\_\_  
 Israel House, Technology Director