

# ABSD Technology Purchase Request Form



The purpose of the Technology Purchase Request Form is to encourage planning and to ensure the appropriate use of resources. This form collects information to assist in the determination of the alignment of the proposed technology, with the District’s curriculum and technology needs. Additionally, it will assist the user in identifying an accurate cost estimate of the project/ purchase.

Completed forms should follow the routing list at the end of this form. Incomplete forms needing more information will be returned to the original submitter.

Please Fax (586-725-4427 or inter office mail form to the Technology Department

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Describe the project and/or the specific items that are requested for purchase.

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Is this request to replace existing equipment? Yes: \_\_\_\_\_ NO: \_\_\_\_\_

Please describe how the purchases of this item will accomplishment curriculum goals?

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Item	Description	Cost	Qty
Equipment			
Installation Cost			
Other			
Total			

Approval	Date	Signature
Building Principal		
Director of Curriculum		
Technology Department		