Instructions for Ordering Computer Hardware

1. *Requestor will complete the Purchase of Hardware or Software Form. See page 2. Form is available on Staff Home-Technology-Forms. Attach printed documentation about the specific hardware or software desired: Vendor information, website, information with specifications listed, etc. The form and the documentation need to be **printed**, because they will be attached to a Purchase Order.*

2. *Requestor will forward the printed form & documentation to all appropriate personnel for signature approvals: Technology Manager and Administrator approving the funds.*

3. *Technology Manager will return forms to the Requestor or forward on to Administrator for approval of funds; the Technology Manager may also send the forms back to requestor if hardware/software is not compatible with district configuration or does not meet requirements.*

4. *Once the Requestor receives the approved form from the Administrator, he/she will fill out and submit a Purchase Order Request form with the Hardware or Software form to the secretary to enter and generate a Purchase Order number. NOTE: Secretary will not submit a P.O. Request without approved form attached.*

5. *The secretary will write the purchase order number at the top of the approved form and with all other supporting documentation forward to the Business Office at the District Office.*

6. *The Business Office will print and submit the purchase order to the vendor. The Business Office will not submit purchase orders to vendors for hardware or software without the approved form in hand.*

Vendor: _____

School District of Greenfield   **P.O. #:** _____
Purchase of Computer--<mark>*Hardware*</mark>

This form is to be completed by the staff member planning computer purchases and forwarded in sequence to personnel listed below. The Technology Department will sign and return it to the Requestor. Requestor attaches the **completed and signed** form to a Purchase Order Request, forwarding both to the school secretary. Once a PO number has been entered on this form, the Business Office will then place the order with the vendor. Remember to give all pertinent ordering information to the school secretary with your P.O. Request. Once the secretary has placed the order, this form and all other supporting documentation will be forwarded to the Business Office.

1.) For Use By Staff Making Request (Submit form to Technology Dept.; submit approved form for final approval)

Name: Date: / /   School:

Hardware Requested: Cost: $.

Location for Installation:

Reason Needed:

PLEASE ATTACH ALL SUPPORTING DOCUMENTATION WITH SPECIFICATIONS

2.) For Use By Technology Department ☐ Recommended   ☐ Not Recommended

	Yes	No	Does Not Apply
The proposed hardware will work with currently installed:			
hardware	☐	☐	☐
software	☐	☐	☐
power/data jacks	☐	☐	☐
Plans have been made for training and support of the new hardware.	☐	☐	☐
A location is ready for any hardware displaced by the new hardware.	☐	☐	☐
The new hardware follows district standards.*	☐	☐	☐

Comments:

_____

_____   _____
   Technology Dept. Signature   Date

3.) For Use By Principal/Administrator   ☐ Recommended   ☐ Not Recommended

<u>*Funding Source*</u>:   ☐ School Account   ☐ Special Ed   ☐ Title 1 ☐ Title 3   ☐ PLTW   ☐ District Account
Comments:

_____

_____   _____
   Principal/Administrator Signature   Date

** Contact the Technology Department for current District Hardware/Software standards.