Reynolds
School District

Technology Purchase Request
Fill out and submit completed form electronically to TechRequest@rsd7.net

ꓔꓕ TECHNOLOGY SERVICES

Contact Name _____ Phone Ext _____ Deliver To School / Location _____ Date _____

RATIONALE
How will this request for software or hardware support or enhance instruction in the District?
Who will be the assigned end user of this purchase?

FUNDING	General Funds	Federal Funds	Grant Funds	Other
Account #				

Site Administrator's Signature Approval _____ Date _____

Name of signer _____Building Administrator, Program Director, or Department Supervisor signature is required for request to proceed.

Computer Hardware - Desktops, laptops, tablets.   **Technology Hardware** - Mobile carts, printers, document cameras, projectors.   **Software** - Licenses, apps.

Hardware Replacement? ❑Yes ❑No   Software Renewal? ❑Yes ❑No   Online Software? ❑Yes ❑No

Qty	Part Number	Description	Unit Price	Ext Price

Total Cost $_____

DISTRICT APPROVALS

Can IT Staff support & maintain purchase?   Yes   No

Purchase Approved by IT Director   Yes   No   Signature   Approval_____ Date _____

Curriculum Approval   Name: Signature _____ Date _____

District Office
Final Authorization   Name: Signature_____ Date_____

6/9/21