

Wakulla County School District Technology Quote and Purchase Request Form

Please fill out the quote portion of the form, save to your computer and e-mail it to Emily Brown in the District Technology Office. The form and quote will be returned to you to review and receive approval from an immediate Administrator or Principal. E-mail back to Emily with the appropriate signature and the Purchase Order will be placed in TERMS.

Quote Request

Name:

School:

Hardware Request: (Type, Location, Quantity)

Monitors

Speakers

Microsoft

Renewal

Software Request: (Type, Quantity)

Software to be installed on: (Hardware to be installed on and it's Location)

Technology Department Use

Number of Quotes attached:

Date:

Purchase Request Approval

TERMS info to be used: Fund-Function-Object-Center-Project-Program

Administrator or Principal Signature

Date