

## Technology Purchase Order Request

This form should accompany any **purchase order request** for items to be charged to Site 15: Technology prior to approval by Central Office

Vendor: \_\_\_\_\_

Product to be purchased: \_\_\_\_\_

Amount/Quantity: \_\_\_\_\_ Total cost/amount of PO: \_\_\_\_\_

Where item(s) to be used: \_\_\_\_\_

Purpose (instructional, administrative, network/infrastructure):

These are materials needed to repair fax machine located in main office at Tarringford School.

Account to be charged? \_\_\_\_\_

Budgeted? \_\_\_\_\_

***Person submitting request needs to complete this form and submit with vendor and ordering information or purchase order will not be issued.***