BEATRICE PUBLIC SCHOOLS

Instructional Technology Request

Please fill out this form and email it to your Administrator.

Once the request is approved, the Administrator will email the requisition to Dave Koch for ordering.

**(To email this document, Go to the Office Button, choose Send, then choose Email)**

Name: Click here to enter name

Date of Request: Click here to enter a date

School: Click here to choose your school

Item Requested: Choose an item

Enter additional details/description here

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Enter additional details/description here

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Enter additional details/description here

**\*\* NOTE: Shipping costs vary and are NOT included in the prices listed. You will need to remember to take that into account when budgeting for this purchase\*\***

Describe the need for the above requested items(s) and how the item(s) will be used to enhance instruction and support student learning

Please enter rationale here

Describe the training that you will need to utilize the above requested instructional technology.

Please enter description here

Describe the budgeting plan that you have for replacement/repairs to this instructional technology (e.g. future years’ budgets, grants)

Please enter description here

**Administrative Approval**

Budget Code: Enter budget code here

Approved by: Administrators—Enter name here