**A logo with red text and black outline

Description automatically generatedRandolph County School District**

**Technology Request for Quote Form**

(Please complete and return to the Technology Department)

|  |  |
| --- | --- |
| Name:  Click or tap here to enter Name. | Date:  Click or tap to enter a date. |

|  |  |
| --- | --- |
| School/Department:  Click or tap here to enter School/Department. | Phone Number:  Click or tap here to enter Phone Number. |

|  |
| --- |
| Indicate use of equipment:  Teacher (Instructional)  Student (Instructional)  Administrative |

|  |  |
| --- | --- |
| If instructional use, indicate the area of curriculum supported (Math, Science, CTAE etc.). | Click or tap here to enter text. |

|  |  |
| --- | --- |
| If administrative use, please site specific business needs: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Indicate where the new equipment is to be located: | Click or tap here to enter text. |

|  |
| --- |
| What types of equipment is to be purchased?  Desktop Computer  Laptop Computer  Chromebook  Interactive Board  Classroom Printer  Department Printer  Other (Please describe.) |

|  |
| --- |
| List technology requirements or include paper work (Operating system, memory, processor, hard drive storage capacity, wired or wireless Internet, etc.).  Click or tap here to enter text. |

|  |
| --- |
| Urgency of Need or Timeframe Information:  Click or tap here to enter text. |

|  |
| --- |
| Enter any additional information that may be relevant to this purchase.  Click or tap here to enter text. |

|  |
| --- |
| Signature: |

Please contact James Cobb, Director of Technology, with any questions or concerns at 229-732-2281.