**Randolph County School District**

**Technology Request for Quote Form**

(Please complete and return to the Technology Department)

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

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

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

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

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

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

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

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| 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. |

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

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

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| Signature: |

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