

## Technology Quote Request Form

School/Department \_\_\_\_\_

Date Requested \_\_\_\_\_

Contact Person(s) \_\_\_\_\_ Phone# \_\_\_\_\_

Technology Requested/Quantity \_\_\_\_\_

\_\_\_\_\_

Funding Source for Purchase/Expenditure Code \_\_\_\_\_

Purpose of Purchase \_\_\_\_\_

Location of Technology Purchase (Room #) \_\_\_\_\_

When to Purchase Requested Technology \_\_\_\_\_

Desired Date of Technology Delivery \_\_\_\_\_

Comments/Additional Notes Regarding Technology Needs \_\_\_\_\_

\_\_\_\_\_

-----

### Technology Department Use Only

Dates Quote Requested \_\_\_\_\_

Vendors \_\_\_\_\_

Date Quotes Received \_\_\_\_\_

Date Quote Sent to Contact Person(s) \_\_\_\_\_

For Purchases over \$5,000, Board Agenda Date for Memorandum Requesting  
Permission to Purchase \_\_\_\_\_

Date Ordered \_\_\_\_\_

Estimated Time of Arrival \_\_\_\_\_

Requisition Number \_\_\_\_\_ Purchase Order Number \_\_\_\_\_