



PURCHASE REQUEST FORM

NON-WAREHOUSE ITEMS

FORM MUST BE ACCOMPANIED BY A QUOTE FROM THE VENDOR

Name: _____

Class Items Are For: _____

Date: _____

I. Non-Technology Items (Complete this section and attach quote)

Vendor Name: _____

Quote Date: _____

II. Technology Items (Complete this section and attach quote)

If you are requesting technology items, please refer to Technology Acquisitions under Technology Operations on the KISD Website. *The items listed there have been approved by the district and will not require a Digital Review and a quote is not required.*

A. Is the item listed on the Tech Acquisitions website? _____

Product Name and Quantities Requested:

Product Name	Quantity	Cost Per Item	Total Cost

B. If the item is not listed under Technology Acquisitions:

Vendor Name: _____

Digital Review completed and approval email sent to Tarra Kunz: _____

Quote Date: _____

Technology Approval: _____

Books Approval: _____

Russell Porterfield Approval: _____