



Instructional Technology Purchases

The IT Committee identifies the standards/criteria for district instructional technology purchases. *The IT Specialist* researches the cost and develops a purchase order template for each item of instructional technology commonly requested. Updates to pricing, vendor, and other ordering information are made at minimum three times per year (July, January, and May). The PO templates are hyperlinked below. The items listed below are considered the current district standard and will be district installed/supported.

PO templates used for IT purchase requests are hyperlinked in the chart below.

Directions: Complete the template, obtain signature of approval by principal, and email the template to Maureen Kovach, Board Office. A paper copy of the signed purchase request also is interoffice mailed to Maureen.

Item	Last updated	Notes (grants available, updates, etc.)
Classroom response system		
Desktop computer		
Document Camera	Sept. 2011	
Interactive board - Mimio	Sept. 2011	
Interactive board - Promethean	Sept. 2011	
Ipad	Sept. 2011	
MS Office licensing		
Notebook computer	Sept. 2011	
Printer (black only)	Sept. 2011	
Printer (color)		
Projector	Sept. 2011	
Projector bulb		
Wireless keyboard and mouse		