

# Technology Acquisition Request

Sonoma County Office of Education

Instructions: This form must be completed for all hardware and/or software purchases that exceed \$500. The originating employee completes the top portion of the form and forwards it to the Network Administrator or designee for approval. Price quotes, if applicable, are attached. Upon approval, the Network Administrator returns the form to the employee. The form is then attached to the PO.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

What department or County Office goal will be supported by this acquisition?

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Requested hardware or software

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Vendor \_\_\_\_\_

Cost \_\_\_\_\_ Education Price?  Yes  No

Warranty \_\_\_\_\_

Comments

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Department Director \_\_\_\_\_ Date \_\_\_\_\_

Network Administrator \_\_\_\_\_ Date \_\_\_\_\_

Comments

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