

Administrative Form 3342
New Teacher/Increased Student Enrollment
Request for Equipment Form

Date of Request: _____ Requested Delivery Date: _____

Requesting School or Dept.: _____

Name of Requestor: _____ Title: _____

ADDITIONAL ALLOCATIONS: _____ # of Teacher(s)/Staff

* Explanation Required:

Please fill in the quantity needed in each category.

_____ Teacher Desk (WCSD #380-0105) _____ Teacher Chair (WCSD # 381-0145)

_____ File Cabinet (WCSD #381-0155) _____ Wardrobe (WCSD #381-0045)

_____ Laptop (Staff Device)

INCREASED ENROLLMENT: _____ # of Student(s)

* Explanation Required:

Please fill in the quantity needed in each category.

_____ 14" Chair (WCSD #380-0075) _____ 16" Chair (WCSD #380-0065) _____ 18" Chair (WCSD #380-005)

_____ Student Desk (WCSD #380-0110) _____ Student Chair/Desk Combo (WCSD #380-0116)

_____ Table, Kidney (WCSD #381-0175) _____ Bookcase, Metal (WCSD #381-0120)

_____ Table, Rectangular (WCSD #381-0180) (Available for K-1st Grades in lieu of Student Desk)

THE FOLLOWING APPROVALS ARE REQUIRED IN ORDER FOR THE REQUEST TO BE COMPLETED.

- | | | | |
|----|---|--|----------------|
| 1. | _____ | _____ | _____ |
| | Principal (Print Name) | Principal Signature | Date |
| 2. | _____ | _____ | _____ |
| | Associate Chief (Print Name) | Associate Chief Signature | Date |
| 3. | _____ | _____ | _____ |
| | Chief Officer (Print Name) | Chief Officer Signature | Date |
| 4. | _____ | _____ | _____ |
| | Chief Financial Officer (Print Name) | Chief Financial Officer Signature | Date |
| 5. | _____ | _____ | _____ |
| | Director of Procurement & Contracts
(Print Name) | Director of Procurement & Contracts
Signature | Date |
| 6. | _____ | _____ | _____ |
| | Buyer Assigned (Print Name) | Buyer Signature | Date Completed |

Purchase Requisition Number: _____
Purchase Order Number: _____
Purchase Order Print Date: _____

Copy of PO sent to Requestor: _____ YES
Date PO copy sent to Requestor: _____