

Request for Software and Website Renewals

Rationale:

- Provide a framework of support & assistance for the implementation of software and/or subscription web sites.
- Coordinate purchases to take advantage of economies of scale.
- Identify who to contact for different components of the process
- Advance notice of laws and financial issues that could affect implementation
- Coordinate timelines to be sure that needed technology is available at the start of the school year (installation, testing, training should be completed before school opens).

Procedure for Completing the Software and Website Renewal Request Packet

1. Complete the Request Packet which provides the details of the software / web site license(s) that you wish to renew. Your school-based / district experts (administrators, reading coach, data team, tech team, bookkeeper, etc.) are available to help you.
2. Submit your Request Packet to the Technology Department at the Government Services Building.

Software / Web Site Renewal Request
For _____
 (enter school year above)

Requested by:

 School Name

 Requester's Name

Users	Publisher/Vendor	Title (include version #)	Purpose (Curriculum or Enrichment)	Research- Based Y/N	OP SYS	# of Licenses	Anticipated Renewal Cost Per License	Total
Grand Total								

Proposed Source(s) of funds:

Once the request has been reviewed . . .

- The original will be returned to the school principal (approved or declined with an explanation)
- If approved . . .
 - the school will place the order when the funding source is the school, SAC, etc.
 - the Technology Department will place the order when the funding source is district technology funds
- The normal P.O. process will take over (the signed request is the support for the P.O. Requisition).
- The signed request is the support for the P.O. Requisition and must be scanned into Skyward

District Use Only

Approved:	
_____	_____
Director or Principal Signature	Date
_____	_____
Diane Dyer (or designee)	Date
Executive Director of Teaching & Learning	
_____	_____
Ryan Deising (or designee)	Date
Executive Director of Instructional & Operational Innovation	
_____	_____
Jacob Oliva	Date
Superintendent (needed if amount exceeds \$250,000)	