

Purchasing

“Technology is not simply equipment,
it’s people **using** that equipment...” — Wiz



Need some new technology?

To get something for your classroom/office:

If your department chair or division head can fund it directly, consult your tech coordinator for help with the actual ordering, but no other “approval” is needed.
(Did you know that MS & HS heads have budget lines just for ordering software?)

The Director of Technology also has access to a couple of budget lines for items that are under \$500 and can’t be funded through your department or division.

Anything that will cost more than \$500 and last longer than a year, needs to go on the “Technology Requests for next year” form that gets handed out each spring. These items are discussed and reviewed by the administrative team for funding the following year.

To get a new computer for your home and/or personal use:

USN **cannot** purchase it for you, but we can help with what amounts to a “no interest” loan...

Go ahead and purchase your computer from whatever vendor you choose. Bring the receipt to the Business Office and ask that an amount (up to the total of the purchase) be deducted from your paycheck for the remainder of the school year.

If you need help deciding **WHAT** to purchase and **WHERE** to get it, talk to your tech coordinator, David, Stacey, or Wiz...

