

LPS COMPUTING DEVICE NON-STOCK REQUISITION

**Purchasing Department
Lincoln Public Schools
Lincoln, Nebraska**

Req. No. _____

P.O. No. _____

This form is to be used to purchase of the following items from the LPS
Buying Guide: Computers (desktops and laptops), iPads, Chromebooks,
and Apple TVs.

Submit
by EMAIL
to:
cspurchasing@lps.org

Today's Date	Date Required	Requested by
Account No.		Approved by
Special Instructions		Location

Quantity	Unit of Measure	LPS Buying Guide No.	Description Unit Cost <small>(Please be specific: size, color, special features, mfg's number, vendor catalog number, brand name)</small>	Unit Cost	Total Estimated Cost
	Number of Devices		Total Cost		

Vendor Code	Complete Vendor Name	Quote No.
_____	_____	_____
		Buyer
