PR0014 Rev. 5/18

## LPS COMPUTING DEVICE NON-STOCK REQUISITION

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

Req. No.	
•	
DO No	

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

Submit by **EMAIL**  and Apple TVs.

Requested by

to:

Today's Date **Date Required**  Approved by

cspurchasing@lps.org | Special Instructions

Account No.

Location

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

**Complete Vendor Name** 

Quote No.

**Vendor Code** 

Buyer

## LPS COMPUTING DEVICE NON-STOCK REQUISITION

Requisition Number:	Requested by:

<b>Device Type</b> (Desktop, Laptop, iPads, Chromebooks, and Apple TV)	User Full Name and Title	Building/School	Department/Grade	Location (Room #)	<b>User Role</b> (Administrator, Teacher, Staff, Student)