

ORDERING SUPPLIES

TECHNOLOGY SUPPLIES

All technology supplies must go thru Justin. If you need any sort of technology supply; fill out the requisition with Justin's name on the department line, give to your administrator, once they have approved it they will send it to Justin. Justin will fill out the vendor portion, sign it and send it to the district office. The item will be sent to Justin, he will let the district office know it has been received and distribute it to the appropriate person. If we receive a requisition for technology supplies and it does not have Justin's signature on it, it will be sent back.

SHIPPING

Make sure that you always include shipping when you are placing an order. We have a few vendors that do not charge shipping, but typically you will have to add shipping to your order. If shipping is not included on your requisition it will be sent back to you.

ONLINE ORDERING

Please do not order things online if the vendor will not take purchase orders. We cannot pay until the product is in hand. If you use your own credit card we would have to pay tax. If purchases are made online with your own credit card we will not reimburse the tax.