

Beatrice Public Schools

Instructional Technology Ordering Procedures

1. Teacher must refer to the “Approved Technologies” list when requisitioning instructional technology. Once a teacher has completed the requisition form (available online), the request will be forwarded to the building administrator for approval.
2. Once the building administrator has confirmed the budget code and has approved the instructional technology, the building administrator will forward the requisition onto the District Technology Coordinator for ordering. **NO ORDERS SHOULD BE PLACED BY THE BUILDING PERSONNEL!**
3. The District Technology Coordinator will review the order, obtain any other information necessary, and then order the instructional technology.

*All Software Must Be Approved For Compatibility by Tech Coordinator’s Office Prior to Purchase

**Costs associated with products do not reflect shipping/handling charges and are subject to change.