**Indian Trails Equipment/Supply Request Form**

Teacher Name: Click or tap here to enter text.

School Name: Choose an item.

Department/Career Pathway: Click or tap here to enter text.

Name of the company you intend to order from: Click or tap here to enter text.

Total cost of this request: Click or tap here to enter text.

Is this an immediate need: Choose an item.

Briefly describe what equipment/supplies you would like and how these items will be incorporated into your instruction. **List the course standards** this request will meet by having the requested equipment/supplies.

Click or tap here to enter text.

You will need to attach **three (3)** quotes from different companies. Tell us which vendor you prefer to use and why you have chosen this company. If you cannot find three (3) companies that carry the items, please explain that below. *It is best to use a company that will accept a Purchase Order.*

Have you attached three (3 quotes) : yes no

Explanation of chosen vendor *or* why you do not have three quotes: Click or tap here to enter text.

Your building principal must approve your request, sign the form, and forward it to Indian Trails. All requests are considered, but limits on funding may results in your request being denied.

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indian Trails Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_