

MENOMINEE INDIAN SCHOOL DISTRICT

361.4 Rule

Procedure for Purchase of Software or Online Subscription
Form

1. Identify person(s), subject area, or department performing review:

2. Identify location for installation of software -- school lab(s), all classroom computers, or computers used by designated students/teachers (special education, Title I, etc.).

3. Reviewer(s) identified:

_____.
4. Preview copy of the software was requested:

_____ (date).
5. Organizes and complete review. Complete the appropriate sections of the Software and Online Subscription Evaluation Form.
6. Building Principal reviews the accuracy and educational value of the software or online subscription and adds his/her comments to the Software and Online Evaluation Form. If seeking approval of software complete a Requisition for Software or Online Subscription Purchase Form.

7. Once the reviews are completed, the building principal should send the review packet to the District Technology Coordinator. The District Technology Coordinator will review the results and approve or refuse the purchase.
 - * Review packet should include this form, all Software and Online Evaluation Form completed by reviewers, and a completed/signed Requisition for Software or Online Subscription Purchase Form
8. The District Technology Coordinator will provide ordering recommendation and information to the Business Office for requisition.
9. Business Office will prepare purchase to order software.

APPROVED: August 2008