

* = Required Fields

North Little Rock School District
2023-2024 PURCHASE REQUISITION FOR SOFTWARE

*Date _____

*Building/Department _____

*Teacher/Program _____ *Supervisor/Principal Signature _____

***Justification for software purchase:**

*How does this purchase align with the campus school improvement plan?

*Is this an annually recurring purchase? ____Yes ____No

*Is there a Signed NDPA (National Data Privacy Agreement) on file? ____Yes ____No

***Vendor:** _____

***Contact:** _____

***Contact Email:** _____

***Contact Phone number:** _____

Vendor	Description of Item	Item Number	Quantity of Order	Total Amount with Taxes & Shipping

*Executive Team Member Approval

*Date

*Fund Code _____

*Purchase Order #: _____

NDPA Uploaded: _____ On Demand Exemption: ____Yes
____No

* = Required Fields

North Little Rock School District
2023-2024 PURCHASE REQUISITION FOR SOFTWARE
Technology Office Use only:

Information Technology Manager Approval

Date

NDPA Uploaded:_____ On Demand Exemption:_____Yes
_____No