

## IT Refresh Request Form

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**This form is only for IT Refresh School Allocation requests. For additional information regarding the IT Refresh program (including the IT Refresh Overview that lists the eligible expenditures), please visit our [website](#).**

**For an up to date list of the IT Hardware Standards, please visit our [website](#).**

**Note: This form is not for IT Service Desk requests, e.g. computer equipment, configuring computers, network access, or phones. For IT Service Desk requests please contact the IT Service Desk at [itservicedesk@pps.k12.or.us](mailto:itservicedesk@pps.k12.or.us) or 503-916-3375.**

(\* means the field is required)

**Requested for (school, department, or other PPS unit):\***

Information Technology

### Customer Information

*(Note: The requestor must be the principal, vice principal or secretary/bookkeeper, unless specified otherwise by the principal via email to the purchasing department.)*

First name:\*

Jaime

Last name:\*

Brown

Title:\*

Specialist-IT Procurement

Email:\*

jbrown2@pps.k12.or.us

Phone/extension:\*

503-916-3976

### Principal

**\*\*Please complete any fields that do not auto-fill.\*\***

First name:\*

Jay

Last name:\*

Keuter

Title:\*

Director - IT Client Services

Email:\*

jkeuter@pps.k12.or.us

Phone/extension:\*

x63012

### Additional Contact

First name:

Rachael

Last name:

Collins

Title:

Director - IT Planning and Adminis

Email:

Phone/extension:

**Items Requested:**Submission date:  (mm/dd/yyyy)

*By checking the box, I verify that our school technology environment is OAKS/ELPA testing compliant and our school does not require additional computers to meet the four priorities specified in the [IT Refresh Overview](#).*

Current Refresh Allocation Balance\* **WARNING! Order exceeds allocation remaining!****Is the current refresh allocation balance correct?****If figures are correct, please add a chartfield for the overage:**Chartfield for overage: 

Order Details						
#	Qty	Unit Price	Total	Item	Room	Proposed Use/ Desired Outcome
1	<input type="text" value="5"/>	<input type="text" value="928.80"/>	<input type="text" value="4644.00"/>	<input type="text" value="CDWG-4"/>	<input type="text" value="218"/>	<input type="text" value="Add to lab machines"/>
2	<input type="text" value="2"/>	<input type="text" value="1263.8"/>	<input type="text" value="2527.60"/>	<input type="text" value="CDWG-9"/>	<input type="text" value="Office"/>	<input type="text" value="Replace older laptops"/>
3	<input type="text" value="2"/>	<input type="text" value="571"/>	<input type="text" value="1142.00"/>	<input type="text" value="1413275 Epson Powerlite"/>	<input type="text" value="134, 136"/>	<input type="text" value="Projectors for teachers"/>
4	<input type="text" value="2"/>	<input type="text" value="610"/>	<input type="text" value="1220.00"/>	<input type="text" value="1824104 Avermedia 355af"/>	<input type="text" value="134, 136"/>	<input type="text" value="Doc Cameras for teachers"/>
5	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="20.00"/>	<input type="text" value="Asset tags for above"/>	<input type="text" value="134, 136"/>	<input type="text" value="Asset tags for above"/>
6	<input type="text" value="1"/>	<input type="text" value="1640"/>	<input type="text" value="1640.00"/>	<input type="text" value="1436071 HP P4015x printer"/>	<input type="text" value="218"/>	<input type="text" value="printer for lab"/>

Request Total: Allocation Remaining: 

Comments: