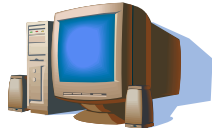
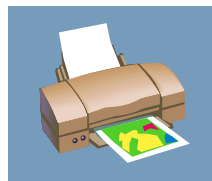


Six easy steps



Six Easy steps to order technology related equipment including toners, computers, printers, head phones, etc.



Step 1

Go to:
www.wesd.org

>WESD Staff
>Technology Purchasing Request

Complete Online Form

Step 2

Technology Dept. will research the correct product and reply back to you with a price quote

If you would like to go forward let the Tech Dept know.

Step 3

Technology Dept. will create a requisition for you purchase.

The requisition will be entered using the fund you have indicated in the purchase request form.

The requisition will go to your Departments approving authority.

Step 4

If requisition is approved it will go through the process until a purchase order is approved.

Once the purchase order is approved Technology Dept. will proceed with the ordering of the product requested.

Step 5

Technology Dept. will order and receive your requested product.

Receipt information will be logged into the corresponding work order.

Product will be delivered and installed (if necessary) by Technology Dept.

Step 6

Technology Dept. will send requestor the purchase order, invoice and packing slip for payment processing.

If an asset form is needed you will need to process it with the business office.



Thank you

Please call the help desk @ 4849 if you have any problems or questions regarding your purchase

