

Lake Stevens School District Technology Department

Technology Purchasing Procedure:

1. A school employee who needs a technology product ordered should first email the helpdesk with a good description of the product that they need and request a quote for a product that matches this description.
2. Once the quote from the helpdesk is received by the school employee, they should send it and the correct budget account code (from building secretary if not known) to the building administrator for approval. If approved by the building administrator, this request email should be forwarded to webmaster@lkstevens.wednet.edu
3. Once the webmaster who is also the tech department purchaser, receives the email request, he will enter it into Skyward as a PO Request, the PO Request will be approved and printed and he will scan and email the white original of the Purchase Order to the correct vendor for order fulfillment.
4. When the product is received (usually shipped to the ESC) the tech person assigned to the purchaser's building will sign for receipt of the product and deploy it as his/her schedule permits.