



## SKY - Technology Purchasing Request Form

This page has been setup for ALL SKY employees to print & submit to their manager for their Technology Purchasing requests. ie. Desktops, Laptops, Tablets, Servers, Networking Equipment, Office Phones, Software, etc.

Your Name:

Your Phone Number:

Your Email:

Manager's Name:

Manager's Phone Number:

Manager's Email:

What are you requesting?

New Laptop  
New Surface  
Docking Station

Desk Phone  
Conference Phone  
Mouse & Keyboard Kit

Monitor - 1 or 2?  
Personal/Workgroup Printer  
Other (Describe Below)

If Other, Explain Here:

Why are you requesting?

Asset Manager:

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District Manager:

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Please sign & email to:  
[procurement@ybs.us](mailto:procurement@ybs.us)

Is there a deadline for delivery?

  

MM/DD/YYYY