**Indian Trails Equipment/Supply Request Form**

Teacher Name: Click or tap here to enter text.

School Name: Click or tap here to enter text.

Department/Career Pathway: Click or tap here to enter text.

Name of the company you intend to order from: Click or tap here to enter text.

Total cost of this request: Click or tap here to enter text.

Briefly describe what equipment/supplies you would like and how these items will be incorporated into your instruction. Describe what skills the students in your class will gain by having this equipment/supplies.

Click or tap here to enter text.

You will need to attached three (3) quotes from different companies. Tell us which vendor you prefer to use and why you have chosen this company. If you cannot find three (3) companies that carry the items, please explain that below. *It is best to use a company that will accept a Purchase Order.*

Have you attached three (3 quotes) : yes no

Explanation: Click or tap here to enter text.

Please print out the filled in form. Your building principal must approve your request, sign the form, and forward it to Indian Trails. All requests are considered, but limits on funding may results in your request being denied.

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indian Trails Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_