

**Administrative Form 3342**  
**New Teacher/Increased Student Enrollment**  
**Request for Equipment Form**

Date of Request: \_\_\_\_\_ Requested Delivery Date: \_\_\_\_\_

Requesting School or Dept.: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Title: \_\_\_\_\_

ADDITIONAL ALLOCATIONS: \_\_\_\_\_ # of Teacher(s)/Staff

\* Explanation Required:

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**Please fill in the quantity needed in each category.**

\_\_\_\_\_ Teacher Desk (WCSD #380-0105)      \_\_\_\_\_ Teacher Chair (WCSD # 381-0145)

\_\_\_\_\_ File Cabinet (WCSD #381-0155)      \_\_\_\_\_ Wardrobe (WCSD #381-0045)

\_\_\_\_\_ Desktop Computer Set (includes PC, monitor, port cable, and speaker bar)    **OR**    \_\_\_\_\_ Laptop (Staff Device)

INCREASED ENROLLMENT: \_\_\_\_\_ # of Student(s)

\* Explanation Required:

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**Please fill in the quantity needed in each category.**

\_\_\_\_\_ 14" Chair (WCSD #380-0075)      \_\_\_\_\_ 16" Chair (WCSD #380-0065)      \_\_\_\_\_ 18" Chair (WCSD #380-005)

\_\_\_\_\_ Student Desk (WCSD #380-0110)      \_\_\_\_\_ Student Chair/Desk Combo (WCSD #380-0116)

\_\_\_\_\_ Table, Kidney (WCSD #381-0175)      \_\_\_\_\_ Bookcase, Metal (WCSD #381-0120)

\_\_\_\_\_ Table, Rectangular (WCSD #381-0180) (Available for K-1<sup>st</sup> Grades in lieu of Student Desk)

**THE FOLLOWING APPROVALS ARE REQUIRED IN ORDER FOR THE REQUEST TO BE COMPLETED.**

- |    |   |  |                |
|----|---|--|----------------|
| 1. | _____   | _____  | _____          |
|    | Principal (Print Name)                              | Principal Signature                              | Date           |
| 2. | _____   | _____  | _____          |
|    | Area Superintendent (Print Name)                    | Area Superintendent Signature                    | Date           |
| 3. | _____   | _____  | _____          |
|    | Chief of Staff (Print Name)                         | Chief of Staff Signature                         | Date           |
| 4. | _____   | _____  | _____          |
|    | Chief Financial Officer (Print Name)                | Chief Financial Officer Signature                | Date           |
| 5. | _____   | _____  | _____          |
|    | Director of Procurement & Contracts<br>(Print Name) | Director of Procurement & Contracts<br>Signature | Date           |
| 6. | _____   | _____  | _____          |
|    | Buyer Assigned (Print Name)                         | Buyer Signature                                  | Date Completed |

Purchase Requisition Number: \_\_\_\_\_  
Purchase Order Number: \_\_\_\_\_  
Purchase Order Print Date: \_\_\_\_\_

Copy of PO sent to Requestor: \_\_\_\_\_ YES  
Date PO copy sent to Requestor: \_\_\_\_\_