



Ketchikan Gateway Borough School District

I _____ request to purchase the following computer equipment from the Ketchikan Gateway Borough School District.

Date: _____

Description: _____

Serial Number: _____

Asset Tag Number: _____

Location: _____

This portion to be completed by KGBSD Information Technology Department.

I agree to pay the following price \$_____ based on current value determined by Ketchikan Gateway Borough School District's Information Technology Department. All sales are as is and are final. Ketchikan Gateway Borough School District is released from any and all liabilities related to this sale.

Signature: _____ Date: _____

Technology Directors Signature: _____ Date: _____

Business Managers Signature: _____ Date: _____

Official Office Use Only

Date Received: _____

Payment Received: \$ _____

Received By: _____

Type of Payment: _____

Credit to Fund: _____

Date Received: _____

Payment Received: \$ _____

Received By: _____

Type of Payment: _____

Credit to Fund: _____