



Attalla City Schools

Character. Commitment. Community.

101 Case Avenue SE | Attalla, AL 35954
P: 256-538-8051 | F: 256-538-8388

Attalla City Schools Technology Purchasing Procedures

1. All technology purchases **MUST** be arranged through the technology department. Please submit your request for purchase via email to Dr. Whitehead at whiteheadcj@attalla.k12.al.us. She will reply to your email with a quote for the purchase amount and directions for purchasing. Please give 2-3 days to receive your quote.
2. Technology purchases include devices, printers, ink and toner, software/hardware subscriptions, document cameras, etc. (You get the picture. It is ANYTHING that is considered technology.)
3. Due to state bid laws, we must purchase these items off the state bid list. (Alabama Code Section 41-16-20). Not only does purchasing in this manner follow state law, it often means lower costs for you. You cannot purchase technology equipment from Walmart, BestBuy, Amazon, Office Depot, Staples, or any other "box store," unless you are given clearance through the technology department.
4. Any technology purchases will first be delivered to the Central Office for verification of order and for inventory/asset assignment, then we will deliver to the individual who placed the order.
5. If you are in need of transferring or disposing of any equipment, please use the form at <https://bit.ly/ACSPurchases>. You can also find this form in the *ACS Employee Documents Shared Drive* under *Technology Related Resources*.

Should you have any questions, please contact Dr. Whitehead at whiteheadcj@attalla.k12.al.us.

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