

Thomas P. Lechner
Assistant Superintendent
Technology and Information Systems

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Memorandum

Date: September 10, 2018
To: Principals, Tech Coordinators, District Staff, and Bookkeepers
From: Thomas P. Lechner
Assistant Superintendent, Technology and Information Systems
RE: Guidelines to request 2019-20 Technology Requests from IT Governance Council

The IT Governance Council is responsible for governing IT policies and procedures in Pinellas County Schools. One of the functions of the Governance Council is to receive and review all hardware/software purchases of ten or more devices/software licenses. The process is to take place on an annual basis for the following school year.

All technology purchase requests for the 2019-20 school year from **Capital and District funds** are due to Tom Lechner, Assistant Superintendent, Technology and Information Systems, by **January 7, 2019**. The requests are reviewed during the January 2019, IT Governance Council meeting.

All technology purchase requests from **Grants, PTSA, Referendum, and Title 1 funds** are due by **March 8, 2019**. The requests are reviewed during the April 2019, IT Governance Council meeting.

The form to use when requesting technology is the PCS Form 3-3198. I have attached a copy of the form.