## Computers/Laptops/Tablets & Other Technology Equipment

21st CLCC programs should utilize the existing technology at the learning center sites whenever possible. This includes the use of the school’s computer labs, mobile labs, smart boards, and other relevant technology. Computer and technology purchases for students and administrative use must have prior written approval from NMPED. Prior to purchasing the technology, a written request must be submitted to the 21st CLCC Program Manager. The request must have prior written approval before the purchase is made. The request must include:

* A description of the need for the equipment along with an assurance that the learning center does not have access to or currently does not possess the equipment needed.
* A justification of how the equipment will enhance academic programming and fulfillment of the overall 21st CLCC program objectives.
* At least one (1) price quote (additional price quotes may be requested by NMPED) along with information about the funding currently available to purchase the technology.

In addition, if purchasing equipment with a unit cost of $5,000 or more, prior to purchasing the equipment, the prior written approval [form](https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/) must be submitted to NMPED for written approval.

The invoice should include the detailed receipt or invoice along with the NMPED equipment purchase approval form.

Please attach the required information to this form and submit to Christina Weeks. christina.weeks@ped.nm.gov

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LEA/CBO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NMPED 21st CLCC Program Approver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**