

What are the *primary services* offered? List them below.

1. Provide computer / technical support / printer repair
2. Provide software / upgrade / support / purchasing
3. Provide all employees with e-mail accounts & services
4. Maintain telephone / voice-mail accounts
5. Provide district website & district calendar

Sets standard for all technology hardware and software used within the district

*(please visit our website [www.plainfieldnj12.org](http://www.plainfieldnj12.org))*

What *procedures* are necessary to access these services? Be specific.

Step 1. *\*\*Please see attached procedures & forms for services listed above\*\**

Step 2.

Step 3.

Step 4.

List the *special procedures* or requirements. (Ex. Need for multiple quotes in order to purchase some services.)

*\*\*Please see attached forme forms \*\**

*Identify Board Policies* by number and title, relevant to these services and procedures.

Return this form electronically via e-mail to the office of the Superintendent.

Send all forms, labeled appropriately, in hard copy to the Chief of Staff.

*Due: July 26, 2004 by 12:00 PM*