



**REQUIRED INFORMATION CHECKLIST  
DUE NOVEMBER 9, 2012**

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\_\_\_\_\_ **COMPLETED SERVICE REQUEST FOR 2013-2014 (USE LAST YEAR'S SERVICES FOR REFERENCE)**

\_\_\_\_\_ **COPY OF LARGEST SINGLE TELECOMMUNICATION BILL FOR EACH PROVIDER FOR 2012 (ALL PAGES OF BILL FROM EACH SERVICE PROVIDER). IF LARGEST BILL CONTAINS MANY INELIGIBLE CHARGES (INSTALLATION, EQUIPMENT, SERVICE CALLS), CHOOSE A BILL THAT IS MORE TYPICAL OF YOUR MONTHLY SERVICE. IF A NEW SERVICE WILL BE USED IN 2013-2014, INCLUDE A FORMAL PRICE QUOTE ON THE PROVIDER'S LETTERHEAD.**

\_\_\_\_\_ **NSLP REVIEW (CHECK THAT ALL SCHOOLS AND NIFs ARE LISTED)**

\_\_\_\_\_ **471 SURVEY (REVIEW LAST YEAR'S NUMBERS AND CHANGE AS APPROPRIATE)**

\_\_\_\_\_ **REVIEW OF CONTACT INFORMATION SHEET (MAKE CHANGES AS APPROPRIATE)**

\_\_\_\_\_ **SIGNED AND DATED LETTER OF AGENCY FOR DC BOCES (ON LETTERHEAD)**

\_\_\_\_\_ **SIGNED AND DATED LETTER OF AGENCY FOR ULSTER BOCES (ON LETTERHEAD)**

\_\_\_\_\_ **SIGNED AND DATED TELECOM LETTER OF AUTHORIZATION (ON LETTERHEAD)**

\_\_\_\_\_ **SIGNED AND DATED FORM 479**

**TECHNOLOGY BUDGET FOR 2013-2014 (IF NOT EXACT, BEST ESTIMATE)**

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