REQUIRED INFORMATION CHECKLIST
Due November 9, 2012

_____ 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)