		LCS 9830-1096 Rev. MAY 2024
SCHOOLS PURCHASING DEPARTMENT 3397 WEST THARPE STREET • TALLAHASSEE, FL 32303 (850) 488-1206 • PURCHASING@LEONSCHOOLS.NET	WIRELESS COMMUNICATION DEVICE (WCD)	REQUEST
Name of Requestor:		
School/Department:	Cost Center:	
Date Requested:	WCD Type: 🗌 Voice 🗌 Data 🔲 Hotspot	
Brief Justification:		
Approvals		
Principal/Director:		
Assistant Superintendent:		
Issuance of a board-owned WCD is not intended to be a personal benefit and is provided only as a tool to conduct district business. Personal calls or communications should not be made or received on a board-owned WCD. I acknowledge that I have read and understand Board Policy 7530.01, 7530.02, and Administrative Procedure 7530.01.		
Signature of Requestor	Print Name	Date