



Technology and Information Services Branch

Chromebook Requisition Checklist

Please check your Chromebook Requisition for the following items:

Required Items

- **HP Chromebook 11 G5 EE** (\$165.96*, 3 year warranty)
- **e-Waste fee** (\$5.00 per Chromebook)
- **Mobile Device Management (MDM) License** (\$23.00 per Chromebook)
- **Setup Fee** (\$18.85 per Chromebook)
 - Includes automatic enrollment and setup for out-of-the-box functionality
 - With cart purchase, this Includes cable management and delivery of fully populated cart to school site)

- **Indicate the following clearly on the Requisition:**
 - Name and email address of Tablet Coordinator
 - Name of school/site (for automatic enrollment and assignment of the devices)

Important!



If your order involves Chromebooks for class sets of student use:

- **Secure Charging Carts**
 - AC-MINI, table or wall mounted, Charges up to 12 devices (\$479.99*)
 - AC-SLIM, cart on wheels, Charges up to 36 devices (\$1,014.74*)
 - AC-45, cart on wheels, Charges up to 45 devices (\$1,157.89*)

Optional Items

- **Schools not using a Secure Charging Cart:**
 - **Chromebook Snap-On Case** (Max Cases – Extreme Shell, \$15.79 each) or,
 - **Chromebook Carrying Case** (\$20.00 each)
- **Accessories:**
 - **Kensington Optical USB Mouse** (\$4.27 each)
 - **ThinkWrite Headphones** (\$5.61 each) ← Headphones are required for SBAC testing

Professional Development: Consider budgeting for professional development focused on the use of Chromebooks as an instructional tool tied to content and pedagogy. The PD offerings can range from 1 to 3 hour blocks designed to meet the needs of the staff. For more information contact the Ed Tech Office at ext. 2960.

*Technology Surcharge:

A three percent (3%) surcharge will be added to all technology purchases (computer equipment and software) with a unit cost of over \$100.00. This charge will be automatically posted; it is not necessary to include a line item for this on the requisition.