

JORDAN SCHOOL DISTRICT  
Anthony Godfrey, Ed.D., Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

Date: June 2, 2025

To: District Department Administrators

From: John Larsen, Business Administrator  
Daniel Ellis, Director of Accounting, Budgets and Audits

Subject: **New Technology Device Allocation**

Beginning in the 2025-26 year departments will be responsible for their technology needs and will no longer work directly with Information Systems for such purchases. Each department will be given an annual allocation which will carry over year to year to cover the technology needs of the department (excluding Special Education, CTE, and Nutrition).

Budgets will be added at the beginning of the year to account **32 E xxx 9932 4750 650** for your department's respective location. All purchases should be made from this account. Budgets will be prorated based on where your department was in the previous replacement schedule and allocations will be done on a head count basis after the initial year.

Purchasing guidelines must still be followed and technology pricing sheets can be found by visiting <https://purchasing.jordandistrict.org/vendors/product-pricing/references/>. For pricing on Apple products please contact Tonya Hodges (801-567-8706) in purchasing.

If you have questions or need assistance, please call Dan Ellis at (801)567-8389.

Thank you.