

INSERT DISTRICT LETTER HEAD

DATE

Kentucky Department of Education
Office of Education Technology
300 Sower Blv d. 5th Floor
Frankfort, KY 40601

RE: (DISTRICT NAME) Lease for KDE review and approval

Pursuant to KRS 65.944(1)(b) and 702 KAR 3:300, (INSERT DISTRICT NAME) is requesting Kentucky Department of Education (KDE) approval of the accompanying lease with (INSERT VENDOR NAME PROVIDING LEASE) for (INCLUDE BRIEF DESCRIPTION OF WHAT IS BEING LEAS ED). Please find the completed lease checklist along with the requested documentation for review and approval.

The (INSERT DISTRICT NAME) Board of Education approved entering into the lease at the (INSERT BOARD MEETING DATE) meeting pending final KDE approval.

The lease has been reviewed by the District Finance Officer. The funding source will be (INSERT FUNDING SOURCE) which has sufficient funding budgeted to pay the lease payments outlined in the accompanying lease.

The lease has been reviewed by the District Technology Coordinator. The leased products/services are included as part of the District Technology Plan submitted to the KDE (INSERT DATE LAST DISTRICT TECHNOLOGY PLAN WAS SUBMITTED TO KDE). (DISTRICT SHOULD INCLUDE ONE OF THESE OPTIONS)

- (1) Warranty/Maintenance coverage is included for the duration of the lease
- (2) Warranty/Maintenance coverage is include for (INSERT DURATION) and the District's support plan for the remainder of the lease is (INSERT SUPPORT PLAN)

Sincerely,

(INSERT SUPERINTENDENT NAME)
Superintendent
(INSERT DISTRICT NAME)

(INSERT FINANCE OFFICER NAME)
Finance Officer
(INSERT DISTRICT NAME)

(INSERT DISTRICT TECHNOLOGY COORDINATOR NAME)
District Technology Coordinator
(INSERT DISTRICT NAME)