

Jordan School District  
**NEW INSTRUMENT REQUEST FORM**

Date: \_\_\_\_\_

Request for School Year \_\_\_\_\_

School \_\_\_\_\_

Principal \_\_\_\_\_

Music Teacher \_\_\_\_\_

Please list the requested instruments for purchase in ***priority order***.

<b>Instrument</b>	<b>Brand Name</b>	<b>Model#</b>	<b>New</b>	<b>Replacement</b>	<b>Estm. New Cost</b>	<b>District Approval</b>
1. _____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____

**Please include with this request, three written quotes for the specific instrument requested. Be sure they are from vendors on the Jordan School District Vendor list. (See your school secretary to access Skyward vendor list.)**

We have received the following instruments in the last school year:

<b>Year</b>	<b>Instrument</b>
_____	_____
_____	_____
_____	_____
_____	_____

The school principal is willing to match funds in the following amount: \_\_\_\_\_

Principal's Signature \_\_\_\_\_

**Print 3 Copies as follows: Music Consultant, Principal, Music Instructor**