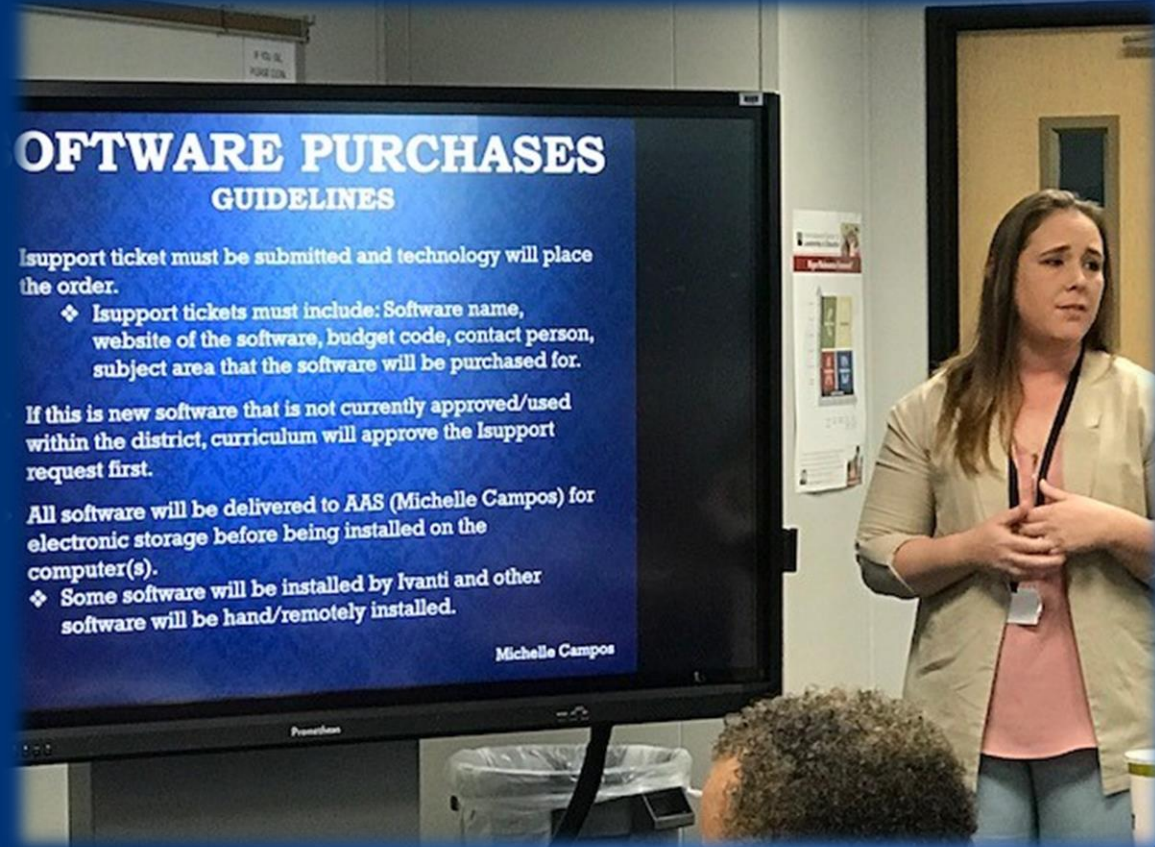




# Acquisition Team Celebrating Success

**Michelle Campos**, pictured right was named “Rookie of the Year” at the August 9, 2018 Technology Services kick off meeting. Michelle completed her “Rookie Year” with the Acquisitions team in 2017-2018. Michelle handles software purchases and license for the district. Congratulations, Michelle!!!



## SOFTWARE PURCHASES GUIDELINES

Support ticket must be submitted and technology will place the order.

- ❖ Support tickets must include: Software name, website of the software, budget code, contact person, subject area that the software will be purchased for.

If this is new software that is not currently approved/used within the district, curriculum will approve the support request first.

All software will be delivered to AAS (Michelle Campos) for electronic storage before being installed on the computer(s).

- ❖ Some software will be installed by Ivanti and other software will be hand/remotely installed.

Michelle Campos

# ROOKIE OF THE YEAR

