

Colorado Department of Education/Colorado Instructional Materials Center
BRAILLER, TECHNOLOGY, AND SOFTWARE ORDER FORM

Email CIMC Braille Tech Software

Questions, call: 719-578-2196

- 1) Date: _____ 2) Student's name: _____
3) Grade: _____ 4) Federal quota eligible? Yes No:
5) Administrative unit name: _____ 6) CIMC 5-digit KLAS Code: _____
7) School district name: _____ 8) TVI Name: _____
9) TVI email: _____ 10) TVI phone: _____
11) Shipping information:
a) Name of person receiving delivery, ATTN: _____
b) Address line 1 (include building name): _____
c) Address line 2: _____
d) City: _____ Zip: _____

12) **Product name:** _____
(Please type product name exactly as it appears on the [APH website](#).)

13) **Product SKU:** _____

14) **Product cost:** _____

15) **All requests except software require completion of the signature portion below.**

The CIMC manages the Federal Quota accounts for the Colorado Department of Education. A TVI may access the CIMC repository of APH Instructional Products for their student if the student is eligible for the Federal Quota Program the day the order is placed. All APH technology devices are the property of the CDE/CIMC and must be returned in clean, disinfected, and working order to the CIMC upon request, or when the student exits the District/BOCS or when not in use by the student. **Please read the "Terms and Conditions" on the next page of this document before signing.**

Signature of Requester: _____ Printed name: _____ Date: _____

Signature of Director of Special Education,
Supervisor, or Designee: _____ Printed name: _____ Date: _____

CIMC USE ONLY:

Date received by the CIMC: _____

Verify Federal Quota Eligibility (Not required for brailers): Yes No

Technology recommended by doctor: Yes No

KLAS mat. req. #: _____

Serial number: _____

BC/Auth #: _____

Email / Ship Date: _____

Picked-up / Received: _____



Braille, Technology, and Software Order Form:

TERMS & CONDITIONS

The CIMC and the Colorado Department of Education (CDE) are the owners of the braille, technology, and software being requested from your Administrative Unit (AU), Colorado school district, or B.O.C.E.S.

The CIMC/CDE is loaning this property, at no cost to the school district/BOCES, on the condition that it is returned in good working order.

Should a device or any of its components/accessories become damaged, lost, or stolen, the district agrees to be financially responsible for the cost of repair or replacement. Please contact the CIMC immediately at (719) 578-2196 to notify a CIMC staff person to begin the process of repair/replacement.

Additional Information

Braille: A district may check out one braille per student. The student must be registered with the CIMC. The student does not have to be included in the Federal Quota census to benefit from this service of the CIMC. If the student withdraws from a district, the district must promptly return the braille in the original box to the CIMC. Under no circumstance should the student or the student's family transport the braille to their new school district. The braille is the property of the CDE/CIMC and is for use in the school environment only. The braille should not be sent to a student's home setting.

Software: If the software is being purchased by the CIMC from the American Printing House for the Blind (APH) with the CDE's federal quota account funds, the student must meet all eligibility requirements of the federal quota census. In addition, all required paperwork must be up to date with the district and the CIMC before an order can be processed.

Technology: If the technology is being purchased by the CIMC from the American Printing House for the Blind (APH) with the CDE's federal quota account funds, the student must meet all eligibility requirements of the federal quota census. In addition, all required paperwork must be up to date with the district and the CIMC before an order can be processed.