Classroom Hardware/Software Technology Request

Faculty and Staff – please complete the top portion of this form to the best of your ability then submit it to your building principal for approval. Once approved by the building administrator, the technology approval/implementation will begin. The technology dept. will be in contact with the requestor with updates.

Name of Requestor_____   Date_____

Name of Course/Grade _____

Name of the program being requested _____

Number of Seats/Licenses needed _____

What device will this program be running on? _____   (iPad, Laptop, Mac or PC)

Name of vendor (who is the creator/seller of this software) _____

Cost of program _____

Checklist - in this order. Please initial and date as each step is completed.
- Requested by teacher _____
- Approved by administration _____
- Hardware needs (does the students/staff hardware meet the minimum requirements) for the software _____
- Ed Law 2D approval _____
- Budget approval – approval by the dept that is paying _____
- Requisition or Boces Request. (very important to signify if this is a Boces purchase) _____
- Purchase _____
- Deploy to students/staff _____
- Tech Dept Training _____
- Faculty/Staff Training _____