

Request for Technology

School: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Room #: \_\_\_\_\_ Grade: \_\_\_\_\_

I am requesting the following Technology: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Smart Board Number Requested \_\_\_\_\_

Document Camera

Clickers  LE  PE  XE

Desktop  Laptop Number Requested \_\_\_\_\_

Printers  Laser  Ink Number Requested \_\_\_\_\_

Ipad Number Requested \_\_\_\_\_

Internet Drops/Ports

Other Technology – Describe: \_\_\_\_\_

Justification:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\*This form is to be filled out and submitted prior to the beginning of new programs or start of construction.

\* Note: Please ensure that the adequate electrical and furniture needs are addressed by the appropriate parties.

\*\*\*\*\*Technology Use Only Below this Line\*\*\*\*\*

\_\_\_\_\_  
Signature/Technology Department Receipt Date

\_\_\_\_\_  
Signature/Technology Department Completion Date