

HARDWARE REQUISITION FORM

Department of Curriculum/Technology/Library Media Services

Submitted By: _____

Date Submitted: _____

Section I. HARDWARE INFORMATION

What type of hardware is requested?

- Computer Laptop Monitor Printer (LaserJet – B&W) Printer (Deskjet -Color)
 IP Phone Camera Projector Printer (LaserJet – color) Overhead Projector
 SmartBoard TV Scanner DVD/VCR Combo Other: _____

- Price quote needed prior to purchase (will need to resubmit with requisition) or Requisition attached (include account number and administrator's signature)

Date needed: _____

Section II. Brief explanation of purpose:

___ Administrative ___ Instructional ___ Assessment ___ Support Staff ___ Other:

III. *This section is to be completed by staff in the Curriculum/Technology/Library Media Department*

Date Received: _____ Date Response Returned: _____

Will this hardware work with existing infrastructure? _____

What additional equipment is needed for utilizing hardware?

Hardware will be run as: Network Stand-Alone

Comments:

Quote information:
(if requested)

Hardware is approved for purchase: _____
(Signature of Building Administrator)

Hardware meets technology requirements: _____
(Signature of IT Department Staff Completing Verification)

July 28, 2005