

EACS Hardware/Software Request Form

Before purchasing any new hardware or software, this form must be filled out and submitted to the Technology Department for approval.

Name: _____ School/Building: _____

Extension Number: _____ Position: _____

Title and version of software: _____

Please attach documentation of software. Include description, licensing requirements, cost, ordering information, and company name, address, and phone number. (This can be a page copied from a catalog or website.)

This hardware/software will be used by:

Students-Grade Level(s) _____ Teacher Both
 Other _____

Hardware/software is to be installed on how many computers: _____

List buildings and room numbers where these computers are located. (If necessary, use the back of this form.) _____

Briefly explain how this hardware/software will benefit EACS: _____

Requestor Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

Mgr. Student Achievement/Sch. Improvement _____ Date _____

Technician Approval _____ Date _____

Donated Items _____

Once this form has been approved by all parties, copies will be sent to the requestor and to the Academic Dept. Technology will contact requestor for a fund number and then place the order. Technology shall be responsible for:

1. Notifying the requestor when hardware/software has been received and installation is complete.
2. Cataloging and storing original program media, manual and/or installation instructions.
3. Keep copy of license agreement on file.

License requirements will be strictly adhered to with regard to the method and number of installations. All original programs will be retained at the Technology Department.

Technology Office Use Only: Software # _____ PO# _____
Date Received _____ Date Installed _____ Installed By _____