

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 _____

Director of Technology _____ 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. Keeping a copy of the 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 _____