

Unified School District No. 308 Reno County, Kansas
Hutchinson Public Schools
Hutchinson, Kansas
Technology Request
for Hardware and Software

(This form is required for new hardware or software purchases/procurements.)

Name of staff member making request: _____

School/Location: _____ Position: _____

Describe what you are requesting. Include in your comments what the item is, what it will be used for and how it will be used. _____

Number of Items/Software Licenses Requested: _____

Cost per item/license: _____

Funding source (including line item if known): _____

Are items/software being proposed for purchase compatible with current hardware/software? (May need to consult with Technology Support Center staff.) _____ Yes _____ No

List specifications/system requirements for proposed purchase: _____

Describe the educational purpose of this item/software: _____

How will this item/software enhance your productivity or improve services for students, parents, staff or patrons? _____

List any other helpful information you feel would be necessary. _____

Signature of staff member: _____ Date submitted: _____

Signature of supervisor: _____

Submit this document to the Technology Support Center.

For Office Use Only

Date acted upon: _____

Recommendation: _____ Approve _____ Deny

Signature of Reviewer: _____

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