

**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. **Please Note: Technology that is purchased with building, grant or other funds may not be eligible for replacement by the District at a later date.**

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. \_\_\_\_\_

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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: \_\_\_\_\_

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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? \_\_\_\_\_

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List any other helpful information you feel would be necessary. \_\_\_\_\_

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Signature of staff member: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_

**Submit this document to the Technology Support Center.**

For Office Use Only

Date: \_\_\_\_\_ Recommendation:    Approve    Deny

Signature of Reviewer: \_\_\_\_\_

***USD 308 does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in employment or in access to or the use of its programs and activities.***