



Technology Hardware Purchase Request Form

The purpose of the Technology Hardware Purchase Request Form is to encourage project planning and to ensure the appropriate use of WRPS resources. This form collects information to assist in the determination of the alignment of the proposed technology with the District's curriculum, information, and technology needs. Additionally, it will assist the user in identifying an accurate cost estimate of the project or purchase.

All technology initiative requests, including computer hardware, software, computer services, video equipment, classroom multimedia equipment, etc., require the completion of a technology request form. **Please note, this form is not to be used for iPad Apps Requests — there is a separate form for iPad Apps that can be found on the WRPS Technology Site.** Completed forms should follow the routing list at the end of this form. Incomplete forms or forms needing more information will be returned to the original submitter.

Date:

Name:

Building:

Department:

Room:

Project Name:

(if applicable)

1. Describe the project and/or the specific items that are requested for purchase.
2. Is this request to replace existing equipment? Yes No

If yes, why is your current equipment inadequate?

If no, explain your need for additional equipment?
3. Please describe how the purchase of this item is strategic to the accomplishment of District, building or department level curriculum goals?
4. Are the items requested for purchase compatible with current technology in the District? If not, please include or reference any other upgrades or purchases required to support the item being requested. Also include any recurring costs associated with this purchase.
5. Please choose: One-time purchase If yes, estimated life-cycle in years.

Is an ongoing license required: Yes No

Cost estimates (please complete all applicable items to this budget request).

<i>ITEM</i>	<i>ESTIMATED COST</i>	<i>QUOTE EXPIRATION DATE</i>
Equipment Costs		
Implementation Costs		
Annual Costs		
Licensing Costs		
Upgrades to Electric		
Upgrades to Cabling		
Peripheral Equipment Costs		
Other Costs		
TOTAL		

6. Identify account the item will be purchased from:

7. Please include any other pertinent information that supports your project request.

8. What is your implementation date/timeline?

In-Service: If applicable, what type of in-service will be required to train faculty users? Who will be responsible? Will there be any costs involved?

Other comments:

Please begin routing this form to each of the positions below:

<i>APPROVAL</i>	<i>DATE</i>	<i>SIGNATURE</i>
Department Chair		
Building Level Technology Coach or Coordinator		
Building Principal		
Director of Curriculum <i>(if applicable)</i>		
Director of Pupil Services <i>(if applicable)</i>		

When all signatures are collected send to the Technology Support Secretary at Central Office.

Director of Technology

Date approved