

ST FRANCIS SCHOOL DISTRICT COMPUTER HARDWARE REQUEST FORM

This form is used to request computer software. If you need help selecting software and/or vendors, please contact the Technology Department. Please call the business office at Ext. 3912 if you have any questions.

REQUESTED BY: _____ DATE: _____
(Staff Member)

(Grade, Department, Program)

1. Description of Item:

2. Item Details: _____

3. Rationale for need:

4. Priority: VITAL - Necessary to Operate Program
 ESSENTIAL - Enhances Educational Program
 DESIRABLE - Would be Beneficial to Program

5. Potential Source for Item:

Vendor: _____ Address: _____
Phone Number: _____ Fax Number: _____
Contact Name: _____ Website: _____

Supervisor's Approval: _____ Date: _____

Technology Dept Approval: _____ Date: _____

District Office Use Only:

Estimated Total Cost: \$ _____

Account Code: _____ - _____ - _____ - _____ = \$ _____

Budget Approval Status: Approved Denied