

ST FRANCIS SCHOOL DISTRICT COMPUTER SOFTWARE REQUEST FORM

This form is used to request computer software. If you need help selecting software and/or vendors, please contact the District Technology Technician at x3672. Please call the business office at x3912 if you have any questions.

REQUESTED BY: _____ DATE: _____
(Staff Member)

(Grade, Department, Program)

1. Software Title: _____

Item #: _____

Estimated Cost per Item: \$ _____

Quantity: #__ Single #__ Lab Packs #__ Site Licenses #__ District Licenses

2. Description of Item:

3. Item Details: _____

4. System Requirements:

Windows Computer CD-Rom

Web Based Other Accessories (Please list) _____

5. Rationale for use of the software and how it is to be used in your curriculum:

6. Do you know of any additional costs in the future to operate the program (upgrades, additional hardware, other items)? _____

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

8. 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