HARDWARE & SOFTWARE REQUEST FORMS
FOR FUNDS – TECH CORE

Name: _____   **Date:** _____

School Year: _____

Type of Request: ☐ Hardware   ☐ Software   _____   Amount Requested

Expenditure Proposal: Describe the specific item you are requesting funds for and why it is needed for your program; the rational for the expenditure; please feel free to attach other pages.

Specific Information: Please provide the name of the specific item requested. Provide specific catalog information including item number and a phone number. Attached a description from the catalog if possible.

Impact on Student Learning:

Training: Describe if in service training or an outside conference/workshop will be necessary to facilitate the use of the item requested.

Submit this request to the business office.

TECH CORE REVIEW

Expenditure Approved   ☐   Not Approved   ☐   Note: _____

Request for Funds Submitted to Superintendent's office on _____

Principals Signature _____   Date _____

NOTES:

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