

# Classroom Technology Request Form

Date requested: \_\_\_\_\_ Teacher/Staff: \_\_\_\_\_

Building:      Elementary      Intermediate      Middle School      High School

Who will use it:      Teacher computer      Student computer      Lab computers

What are you requesting? \_\_\_\_\_

How will it be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach other information if needed.

(ex. Copy page out of a catalog, print item information from website, etc.)

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Office use only:

\_\_\_\_\_ approved    \_\_\_\_\_ not approved

\_\_\_\_\_ Classroom (\$250) budget      \_\_\_\_\_ Principal/building technology budget

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Technology Coordinator's signature

\_\_\_\_\_  
date received

\_\_\_\_\_  
date ordered