



HARDWARE REQUEST FORM

Date: _____

School\Department: _____

Name of Requestor: _____

Room#: _____

Phone#: _____

Cost: _____ Budget Code: _____

Name of Hardware: _____

Description of Hardware: _____

Instructional Purpose of Hardware: _____

Other Specifications: _____

Principal\Department Chair Approval: _____ Date: _____

(Elementary Schools\Secondary Schools)

Technology Department Approval: _____ Date: _____

Assistant Superintendent
For Instruction Approval: _____ Date: _____

- ❖ Budget Request by June 1
- ❖ Please attach quote