HARDWARE REQUISITION FORM

Department of Curriculum/Technology/Library Media Services

Submitted By: \_name Date Submitted:date \_

Section I. HARDWARE INFORMATION

What type of hardware is requested? C

Computer

Laptop

Monitor

Printer (LaserJet – B&W)

Printer (Deskjet -Color)

IP Phone

Camera

Projector

Printer (LaserJet – color)

Overhead Projector

SmartBoard

TV

Scanner

DVD/VCR Combo

Other: \_

Price quote needed prior to purchase

(will need to resubmit with requisition) dkdhnj

or

Requisition attached

(include account number and administrator’s signature)

Date needed:

Section II. Brief explanation of purpose:

 Administrative Instructional \_ Assessment Support Staff \_ Other:

 \_

III. *This section is to be completed by staff in the Curriculum/Technology/Library Media Department*

Date Received: \_ Date Response Returned: \_ Will this hardware work with existing infrastructure? \_

What additional equipment is needed for utilizing hardware?

Hardware will be run as: Network □

Comments:

Stand-Alone □

Quote information:

(if requested)

Hardware is approved for purchase: (yes/no) dropdown (declare checkbox)

(Signature of Building Administrator)

Hardware meets technology requirements: (yes/no) dropdown (declare checkbox) \_ \_ \_

(Signature of IT Department Staff Completing Verification)

July 28, 2005(box)

What type of hardware is requested?

checkbox

Show in dropdown

Price quote needed prior to purchase

(will need to resubmit with requisition) (on section show text area),

Requisition attached

(include account number and administrator’s signature) (on selection show 2 fields one is for acc no. & one is for declaration)

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Brief explanation of purpose: (show in checkbox)

Will this hardware work with existing infrastructure? (dropdown yes/no)

 What additional equipment is needed for utilizing hardware?

Input field

Comments: & Quote information:

 Text area