



# Technology Request Form

## The Rules:

- ✓ Fill out a Technology Request for **BEFORE** any tech related purchase. If request is approved, the Tech Department will be making the purchase for you.
- ✓ Make sure the Tech Request Form has a budget code, detailed description of the requested item(s) and Principal's signature.
- ✓ Once Tech Request Form is fill out, please submit to the Office Manager at your school for signature approval. Office Mangers will coordinate with the IT Department for the purchase of your requested item(s).
- ✓ Please make sure that the item you are requesting is on the HPS Supported Technology Purchase sheet. If it is not, please gain prior approval from the Tech Department.
- ✓ Please note that the Maintenance Department may determine that installation of requested item may cause additional costs.
- ✓ Technology items not purchased with IT Department approval may be subject to delayed or declined reimbursement and your item(s) will not be supported by the HPS Tech Department.



# Technology Request Form

School: \_\_\_\_\_

Date: \_\_\_\_\_

Room #/Location: \_\_\_\_\_  
*(where technology requested will be located)*

Name/Phone of person requesting item: \_\_\_\_\_

Internal Funding Code: \_\_\_\_\_

Estimated Total Cost: \_\_\_\_\_

Requested Technology:	Quantity:	Price Per Item:	Total Cost:

**Verifications:**

- I have provided an internal funding accounting code.
- I have read and reviewed the District's Approved Technology List and have ensured the requested technology abides by this policy and / or have attached educational or business justification for the requested technology. I understand that if I have requested technology that is not on the District's Approved Technology List that it may limit or disqualify technical support that may be offered by the District Technology Staff.
- I understand that if Maintenance determines additional costs to accommodate the technology requested additional funding may be required to accommodate this technology hardware request.

\_\_\_\_\_ \_\_\_\_\_  
*Requestor Signature* *Date*

\_\_\_\_\_ \_\_\_\_\_  
*Principal / Program Supervisor Signature* *Date*