**Technology Donation Evaluation Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (computer, iPad, etc.)

Plattsmouth Community Schools requires this form to be completed, before the acceptance of a donated machine in approved. In order for Technology related items to be donated to Plattsmouth Community Schools, they must meet the Minimum Hardware Requirements established by the District’s Technology Department. These standards help insure that the materials received can be used to support student learning and achievement. The Technology Donation Evaluation form can be used for printers, computers, laptops, and other technology related equipment. One form per piece of equipment is required.

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| --- | --- |
| Hardware/Software | Specifications |
| Processor |  |
| RAM |  |
| Storage (Hard Drive) |  |
| CD-ROM |  |
| Network |  |
| Operating Systen |  |

Other Specifications of Equipment:

***Software Licenses***: Plattsmouth Community Schools can not accept any computer donations that do not have the Operating System Software License and original media included with the donation.

Yes\_\_ No\_\_ The Operating System Software (media) and License will be included with this donation.

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| **Technology Department Use Only**  Technology Department’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Office Use Only**  Building Administrator’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Date of Adoption: Apr. 14, 2014

Reviewed: Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017, Jan. 15, 2018, Feb. 11, 2019, Feb. 10. 2020, Feb. 8, 2021, Feb. 14, 2022, Feb. 13, 2023, Feb. 12, 2024, Feb. 10, 2025