

# Mounds View Public Schools Technology Department Software Request Form

All Software must be purchased by the Technology Department

\*Required Fields

\*Name: \_\_\_\_\_ \*Date Submitted: \_\_\_\_\_

\*School: \_\_\_\_\_ \*Position: \_\_\_\_\_ \*Ext. \_\_\_\_\_

\*Room Number: \_\_\_\_\_ \*Grade Level: \_\_\_\_\_

\*Purpose for Request: \_\_\_\_\_

\*Who will provide training in use of software? \_\_\_\_\_

\*How many computers will this be installed on? \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ Lab

* List Software here:	Expected Cost:

* Required Signatures/Approval
*Principal Signature
*Accounting Code for Purchase
Comments:

*Software Requests will be reviewed monthly by the Director of Technology; Orders will be placed upon approval*

(This portion completed by District Technology Staff)

Request Approved?  Yes **OR**  No    Comments/Recommendation:

Initial \_\_\_\_\_ Date \_\_\_\_\_                      PO# \_\_\_\_\_ Date: \_\_\_\_\_

Installed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed form to: Director of Technology at Pike Lake