

# Technology Resource Request Form

## Requester Information

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

School/Location: \_\_\_\_\_  
Department/Grade Level: \_\_\_\_\_

## Resource Information

Resource Name: \_\_\_\_\_  
Vendor/Publisher: \_\_\_\_\_  
 Software  Hardware  Subscription Service  Other

Estimated Cost (if known): \_\_\_\_\_  
Number of Licenses/Units Needed: \_\_\_\_\_  
Desired Implementation Date: \_\_\_\_\_

## Justification

Describe how this resource will support student learning and align with curriculum standards.

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What tools/resources are you currently using? Why are they insufficient?

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(List any known technical requirements - operating system, browser requirements, network bandwidth, etc.)

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## For Office Use Only

This request must be approved by the following authorities before any action is taken by the IT department.

Curriculum Director Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved  Denied

IT Director Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved  Denied

## IT Department

Date Received: \_\_\_\_\_  
Date Completed: \_\_\_\_\_

Assigned to: \_\_\_\_\_