

Aliceville Elementary School

Technology Equipment Request Form

Name of Requester

Request Date

Building & Room Number

Please check the items you are in need of. If items are available, it will be distributed to you.

Computer/Laptops

☐ Student Chromebooks

☐ Teacher Laptop

How many do you need? _____

Is this for replacement of existing equipment?

☐ Yes

☐ No

Apple Device

☐ iPads

How many would you like to borrow? _____

Accessories

☐ Mouse

☐ Chromebook Charger

How many do you need? _____

How many do you need? _____

Other Digital Tools

☐ Projector

☐ Document Camera

Date Needed _____

Date Needed _____

☐ Swivel

☐ Other _____

Date Needed _____

Note: The Projector will be housed in the library. Please submit a request to borrow it. It will be due back in 2 days from the borrowed date.

Signature of Requester

Date

Technology Representative Only

Date Technology Request was filled _____

Notes:

Technology Representative Signature _____