New Lebanon Central School District
New Hardware/Software Request Form

Use this form to request IT hardware, software or web based programs within the school district.

Person Making Request	Building/School

Department/Grade Level	Date of Request

Step 1: Complete this form. Attach a copy of the requisition.

Step 2: Check with IT Coordinator for compatibility:

Signature:_____ Date:_____

Compatible:_____ Not Compatible:_____

Step 3: Get your Building Administrator's approval:

Signature:_____ Date:_____

Approved:_____ Denied:_____ Reason: _____

Description of Product:

Detailed description of requested product:

_____

_____

Implementation:

Is this a (one time purchase) or an (annual fee)?

What is the cost? Provide details (per seat, per building, etc.) $_____

_____

Is there any additional hardware needed to implement software?   Yes   No

If yes, explain:_____

Consumables: Are there any additional materials needed?   Yes   No

If yes, what is the annual cost? $_____

Is this product compatible with New Lebanon's hardware/software?   Yes   No

<u>Training and Support</u>:

Is training required to use this product?:   Yes   No

If yes, who will be providing the training?_____

If yes, what is the cost? $_____

Does the vendor charge for maintenance? :   Yes   No

If yes, what is the annual cost? $_____

<u>Fit into the Informational and Instructional Technology Plans</u>:
Briefly state how the product fits into the districts Instructional Technology Plan and/or how the product will be used in the educational program.

_____

_____

What curriculum standards are addressed through this request?
(Be specific about grade levels and content standard.)

_____

_____

How does this fit with and/or supplement previously adopted instructional material?

_____

_____

(This page is for IT use only)

Software Title: _____   Version: _____

Requestor: _____

Purchase Date: _____   PO: _____

Vendor: _____   # Licenses: _____

Funding Source: _____   Funding Dept:_____

Disk/License/Manual – Storage Locations:

_____

Installation Locations: (computer names or network location):

_____

_____

_____

Special Instructions:

_____

_____

_____

_____

Tested by: _____   Date: _____

Installed by: _____   Date: _____