TECHNOLOGY ACQUISITION FORM

Principals and Administrators:
Please complete this form and return it to Central Office in order to allow the technology and curriculum departments maintain accurate records about technology resources. Maintaining this information in a central location will allow the district to:
- Guarantee that the new purchases are compatible with system and operating requirements
- Allow central office to budget for licensing and maintenance fees
- Promote the efficient use of resources and avoid redundancies
- Understand technology needs for curriculum

Location	Administrator
Description of Product	
Is this an administrative or curricular purchase?	_____Administrative _____Curricular
Reason for purchase?	
Vendor (if you do not have one and want the Technology Department to find the best price leave blank)	
Price (leave blank if no vendor yet)	
Source of Funds?	
Type of Licensing? _____District _____School/Site _____Lab _____# Individual licenses	
Anticipated Annual Maintenance/Renewal Cost	
Projected Replacement Cycle	
Hardware Requirements	
Operating System Requirements	
Network Requirements	
Other System Requirements	
Will this need to be installed by in-house Techsupport staff (if yes, explain)?	
Will the staff need training by in-house Techsupport staff (if yes, explain)?	
Due date for completed installation	
Curriculum Director Signature	Technology Director Signature