



## TECHNOLOGY ORDER FORM

<b>Submitted By:</b>		<b>Requested By:</b>	
<b>Site:</b>	<b>Building:</b>	<b>Room:</b>	

If multiple items of the same thing, attach a list of where they will be placed.

<b>New Non Computer Items:</b>
<b>Description:</b>
<b>Quantity:</b>
<b>Web Page:</b>

<b>New Computer Items:</b>
<b>Description:</b>
<b>Quantity:</b>
<ul style="list-style-type: none"> <li>• MS Office Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<ul style="list-style-type: none"> <li>○ If no, will the MS Office from previous computer be transferred to new computer? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<ul style="list-style-type: none"> <li>• Antivirus Software Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<ul style="list-style-type: none"> <li>○ If no, will the Antivirus from previous computer be transferred to new computer? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<ul style="list-style-type: none"> <li>• Mouse/Keyboard Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
<ul style="list-style-type: none"> <li>• Amount of RAM required:</li> </ul>
<ul style="list-style-type: none"> <li>• Other Specifications:</li> </ul>

Budget Code:

%	Budget Code (please include dashes)

Department Head/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Technology Signature: \_\_\_\_\_ Date: \_\_\_\_\_