

Instructional Technology Request

Division: _____ Requester's Name: _____ Date: _____

Hardware or Equipment

Name (or type hardware/equipment requesting) (attach specifications): _____

(circle) New Request or Replacing If replacing, what is being replaced?: _____

Number of units requested: _____ Estimated cost per unit: \$ _____

Room Number _____ Course(s) impacted: _____

-
1. Explain how item(s) will be used and, if in a course, what part of the course (s):

 2. Explain what associated materials, software, etc are currently used and estimated cost(s) new materials, software, etc., if needed:

 3. If item(s) is for a course(s), explain how course(s) is currently being taught:

 4. If furniture and/or other technology support (network line, electrical plug, etc.) are needed explain and state cost(s):

Comments:

Division Director Signature

Date: _____