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: ____________________________________________

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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):

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Comments:                                                                                          Date: ___________

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Division Director Signature