Instructional Technology Request

Division:__________________ Requester’s Name:_______________________ Date:______

Software or Supplies

Description (or name):________________________ Publisher/Edition or Version:_____________

(circle) New Request or Replacement. If replacement, what is being replaced?:_______________

_____________________________________________________________________________

Number of items requested:__________________ Estimated cost per item: $_____________

Room Number: ________________ Course (s) impacted:_____________________________

Hardware/equipment on which item(s) will be used:____________________________________

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1. How will this be used? If in a course, what part of the course(s)?

2. How is this part of course taught now?

3. What supporting materials are needed?

4. What current instructional materials will this replace?

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Comments:

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Date: _____________

Division Director Signature