

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: _____

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?

Comments:

Division Director Signature

Date: _____