



Hardware Acquisition Approval Form

Submit to your principal for approval.

Date:
Name:
Building: Elementary

Purpose of Request:

Purchase Donation Grant Application

Hardware Information:

Quantity: Type: Laptop
Description of "Other" Hardware:
Manufacturer/Brand:
Vendor: Vendor Website:
Model Number:

Who will use this equipment? Staff Students Both Staff & Students

Grade Levels Hardware will be used for:

PK K 1 2 3 4 5 6 7 8 9 10 11 12 N/A

Classes Hardware will be used for:

Subject Area to which hardware applies:

Purpose:

For Computer Requests Only: Software Licensing Information:

What software will be used on the requested hardware: (Examples: Microsoft Office, Kid Pix)
Please print or email form for approval.

Principal Approving Request:

Name:
Signature: _____ Date: _____

Charge to Account Code: _____

Account Description: _____

For Central Office Use Only:

Date Received: __Approved __Not Approved