**Technology Purchases**

**Please complete this form when proposing to purchase software, apps, devices, and device accessories. The IT department will review your items and determine if they are compatible with the current equipment that you have. We will also make sure that it is compatible with our network.**

**Your Name:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text. **Phone Extension:** Click or tap here to enter text.

**Today’s Date:** Click or tap to enter a date.

**Name of Item:** Click or tap here to enter text.

**Type of Item:** [ ]  **Software/App**  [ ]  **Web-Based** [ ]  **Equipment**

**Type of Device to be used on (ie. Chromebook, iPad, PC, Laptop):** Click or tap here to enter text.

**Description of item:
Include a web link to item or where you found the item. Also include any system requirements needed for your technology to properly operate.**

Click or tap here to enter text.

**Description of how the item will be used (ie. Device will be connected to my Newline for teaching):**

Click or tap here to enter text.

**Fund account to be purchased from (if applicable):** Click or tap here to enter text.