

## MISD Hardware/Software Request Form

**Before purchasing any new hardware or software, this form must be filled out and submitted to the Technology Department for approval.**

Name: \_\_\_\_\_ School/Building: \_\_\_\_\_

Title and version of software: \_\_\_\_\_

**Please attach documentation of software or link.** Include description, licensing requirements, cost, ordering information, company name, address and phone number. (This can be a page copied from a catalog or website.)

This hardware/software will be used by:  District  Campus

Has this software been vetted by your core of teachers and teacher leader?  Yes  No

Students - Grade Level(s) \_\_\_\_\_  Teacher  Both

Other \_\_\_\_\_

Hardware/Software is to be installed on how many devices? \_\_\_\_\_

List buildings and room numbers where these devices are located. \_\_\_\_\_

Briefly explain how this hardware/software will benefit MISD: \_\_\_\_\_

**Funding Source:**  District  Campus  Other \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Technology: \_\_\_\_\_ Date: \_\_\_\_\_

Technician: \_\_\_\_\_ Date: \_\_\_\_\_

**Once this form has been approved by all parties, copies will be sent to the requestor and to the academic department. Technology will contact requestor for a fund number and then place the order. Technology shall be responsible for:**

- 1. Notifying the requestor when hardware/software has been received and installation is complete.**
- 2. Cataloging and storing original program media, manual and/or installation instructions.**
- 3. Keeping a copy of the license agreement on file.**
- 4. Add software to MISD Software Contract spreadsheet**

*License requirements will be strictly adhered to with regard to the method and number of installations. All original programs will be retained at the Technology Department.*

Technology Office use only: Software #: \_\_\_\_\_ PO#: \_\_\_\_\_

Date Received \_\_\_\_\_ Date Installed \_\_\_\_\_ Installed by \_\_\_\_\_