

Technology Purchase/Repurpose Estimate Form

Date:		Date needed:	
Name:		Building:	
Request:		Room(s) # and BP#:	
Purpose:			
Budget Numbers Used:		Total Budget Available:	Amt. used:
ESTIMATE			
	<u>Existing</u>	<u>Change</u>	<u>Est. Cost</u>
Hardware:			
Software:			
Network:			
Power:			
Supp. Services:			
Man Power:			
Est. Move Time:			
Est. Setup Time:			
Other:			
NOTES:			
Estimated Complete Date:			
Administrator Sign Off		Building/Department:	
Technology:		Finance:	
Facilities:		Curriculum:	

** Please fill out Existing & Change column if known.

** All departments involved will sign off indicating approval of changes and the estimated cost involved.

** Please fill out top, white portion of form and Justification portion and submit to the Technology Office for an estimate.

Purchase Justification

The expenditure of scarce funds for technology requires that all purchases be filtered through the district's or building's Technology Plan or School Improvement Plan. This will help ensure that monies are sent wisely and that the items purchased fit with stated goals. It has been decided that all technology purchases be examined for cost savings, effectiveness, and rationale. As part of the ordering process, each building or department is asked to complete the following forms to justify the requested purchase.

1. How will the technology be used? What will its specific purpose be? How is it connected to curriculum?
2. What cannot be done now that the new technology will allow you to do (cite relevant curricular or school improvement goals)?
3. Identify your plan for evaluating the effectiveness of the deployment of this technology.
4. Will training be required? Please describe your plan for providing training to users.