



## School District 87 Hardware Request Form

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Staff is asked to please fill out the following form upon requesting that new hardware be added to your workplace, school or classroom. **Please note that a new Hardware Request Form is required for each additional type of hardware requested.** Also, please try to be as detailed as possible when submitting a request as it will speed up the overall process and ensure better chances of the hardware being approved.

Feel free to attach additional pages if space provided is inadequate to fully answer the questions.

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Your Name: \_\_\_\_\_

Department: \_\_\_\_\_

Hardware Title: \_\_\_\_\_

Hardware Company Name: \_\_\_\_\_

How does the hardware you're requesting support IRP learning Outcomes and/or your daily work responsibilities?

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How would this hardware be used to benefit your work, the staff and/or students?

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Does the school currently provide any hardware that provides the same type of service? (If so please tell us the name of the hardware and how the hardware requested is better than the currently offered hardware; example: Age, Malfunctions, etc.)

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Do you have any experience using the hardware? (If so please explain) Would in-service be required?

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Would this hardware benefit the entire school or only a select group of students?

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Principal Approval: \_\_\_\_\_

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

District Approval: \_\_\_\_\_

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