



TECHNOLOGY PURCHASE/DONATION ACCEPTANCE REQUEST FORM

Please understand that the school district infrastructure and support team can only operate efficiently if there is adequate equipment that meets certain specifications allowed to be purchased and connected to our internal network system.

For this reason, please be certain that the requested equipment meets *or exceeds* our recommendations.

****Computers: Laptops / Desktops Minimum Specification Checklist****

- | | |
|---|--|
| <input type="checkbox"/> 2G RAM | <input type="checkbox"/> Windows XP Pro or Windows 7 |
| <input type="checkbox"/> 2.0 GHz Internal Processor | Pro Operating System (NO |
| <input type="checkbox"/> 80G Hard Drive | VISTA) |
| <input type="checkbox"/> Ethernet and Wireless Capability | |

Software: Due to operating system conflicts, please submit form for approval.

Return this form to the District Technology Department for approval. Please proceed with purchase only after receiving confirmation that the purchase has been approved.

DATE: _____ SCHOOL: _____ REQUESTER: _____

COMPUTER/EQUIPMENT/SOFTWARE REQUESTED: _____

FOR OFFICE USE ONLY

Date Completed: _____

Director Approval

ACTION TO BE TAKEN: _____
