

Coloma Community Schools

Request for Hardware Installation or Purchase

Name of submitter

Name of device

Name of manufacturer

Specifications

Intended Use

New Acquisition or replacement
Location and anticipated number of
installations
Funding source

Approval

To initiate the process, complete the top portion of this form and submit to the building principal.

You must have your principal's signature who, will approve the purchase and use of this hardware.

Approval by Building Principal

_____ Date _____

The technology department must review the specifications for the technology to ensure that it will run properly with the district's computers and/or network.

Technical approval by IT Dept

_____ Date _____