

Oyster River Hardware Request Form

Oyster River IT Department supports a number of standard equipment models. (see the list here:www.orcsd.org/technology) If you would like to request equipment other than the standard, please follow this process:

1. Complete this form to request non-standard hardware form.
2. Submit this form to your building technology committee or building coordinator(Special Education).
3. If you have obtained pricing, submit this form with applicable quotes.
4. If the building technology committee or building coordinator approves this purchase, submit completed forms to IT Services - Sonja Gonzalez sgonzalez@orcsd.org.

Staff Member's Name:

Date:

Email Address:

Position:

Describe the type of equipment needed and the quantity.

Have you checked with your grade level or department for hardware consistency?

Does the hardware require an installed driver or other software? If so, is it Windows 7 compatible? Where is the hardware needed to be installed?

Is it a network or local device? (Local device – only used by one machine, network device can be shared with others on the network (ex. Printer)

Who will take care of troubleshooting and working with vendor for replacement parts?

Describes the project, including grade level(s) and content area(s), indicates how this equipment fits into school/district curriculum, indicates process for implementation and assessment, as well as how it would advance the achievement of students.

Budget: Budget contains a narrative and justification of expenses regarding equipment and supplies needed for this equipment. Is there a reoccurring cost for this equipment/software?

I have obtained a quote: (please attach)

I need assistance in obtaining pricing for this software/hardware.

Approval for purchase:

____ Building Coordinator

____ Building Technology Committee

____ IT Department