

COMPUTER REQUEST FORM

DATE _____

Staff Name: _____

Building/Site: _____

Computer Request for: Teacher Use Student Use Both Teacher/Student Use

First, a little about the computer you are currently using. If you need help acquiring this information, your building Media Specialist can assist you.

Brand: _____ (i.e. IBM, Gateway, Omni Tech, e-Mac, i-Mac)

I currently have (please circle one): Laptop Computer Desktop Computer

Model #: _____ Serial #: _____

Operating System: _____ (i.e. Win 95, Win 2000, Win XP)

Are you having problems with your current computer? Please describe: _____

Has your Media Specialist or Media Technician checked into the problem(s): Yes No

Reason(s) you are requesting a new computer: _____

What software programs do you currently have on your computer (i.e. Boardmaker, Microsoft Office, etc.); please include what version of each software:

Please circle those you still need on your new computer.

Computer Peripherals on your current computer (i.e. Touch Window, Intellikeys, Alternative Keyboard, Trackball, Adapted Mouse, Switch Interface, Y Cable, etc.): _____

Please circle those you still need on your new computer.

Do you need additional software/peripherals on your new computer that you did not have on your current computer? _____

Please have your building Media Specialist verify above information by signing here:

Signature of Media Specialist: _____ Date: _____

THIS FORM CAN NOW BE GIVEN TO YOUR BUILDING SPEC ED SUPERVISOR

ASSISTIVE TECHNOLOGY

If computer is approved, what software (including version) needs to be ordered:

If computer is approved, what peripherals need to be ordered: _____

The following software/peripherals are available through the AT Lab and **DO NOT** need to be ordered: _____

FOR SUPERVISOR USE ONLY:

I have shared this info. with the AT Team and have approved the purchase of a new computer for this individual.

Signature of SPED Supervisor: _____ Date: _____

(If the SPED Supervisor does **NOT** approve this request, this form stays with the SPED Supervisor)

THIS FORM CAN NOW BE GIVEN TO LAURIE NOLDEN FOR MEDIA APPROVAL

MEDIA PERSONNEL: *(Please initial and indicate date when complete)*

_____ Purchase order has been prepared/sent to vendor Date: _____

_____ Computer received/inventoried and entered into ASaP Date: _____

_____ SPED tag has been affixed Tag # _____ Date: _____

_____ Media Technician has installed computer at site Date: _____

MEDIA TECHNICIAN:

Is the computer you are REPLACING able to be used for student use?: Yes No

If NOT, will it be disposed of/used for parts?: Yes No

Media Spec. Recommendation: _____

PLEASE RETURN THIS FORM TO LAURIE NOLDEN AT DAO SPED OFFICE