# DeSoto County School District
## New/Existing Technology Request Form

**New/Existing Technology Flow Chart**

Fill out form for New or Existing Hardware/Software

Assistant Principal brings form to Tech. Committee for approval

Hand filled out form to Assistant Principal

CRT installs Technology once it is approved by Tech. Committee
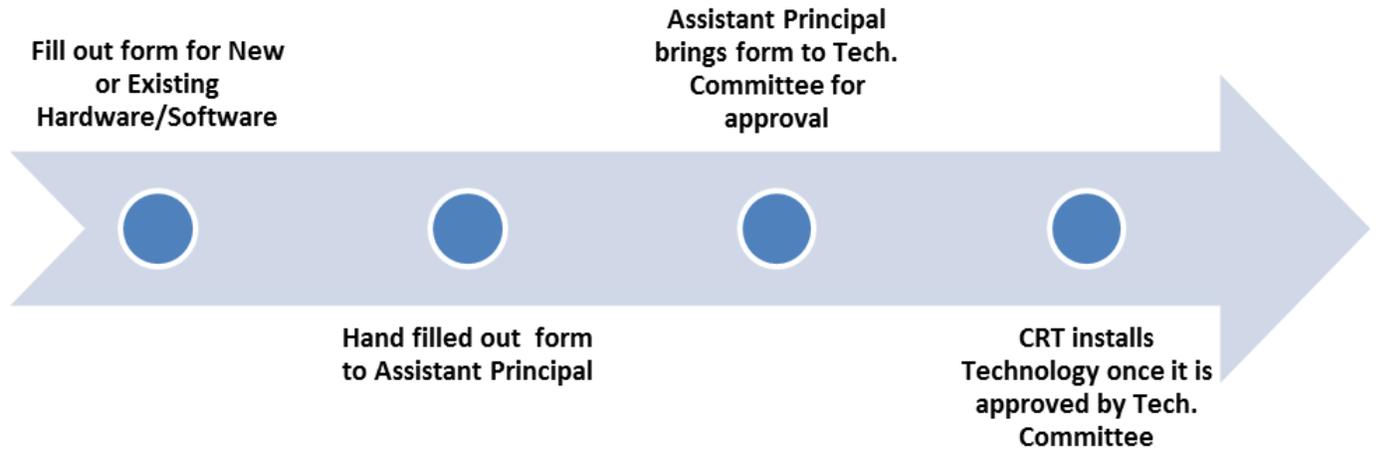
# Hardware/Software Request Form

*This Request Form is used to help evaluate new software or hardware that you are considering for use in the DeSoto County School District.*

Name:                                          Building:

Technology Being Requested:

Is this technology:                 _____ New              _____ Upgrade           _____ Subscription

                                            _____ Hardware        _____ Software     ____ Existing Hardware
                                                                                                                      of Software

A. *Curriculum & Instruction Issues*

1. How would adding more hardware/software in your classroom improve the curriculum inside the classroom?


2. How much hardware/software would you like to request?

3.  What are the curricular goals being addressed by the use of this hardware/software? (Consult the content and technology curriculum maps and/or Florida standards and performance indicators for your area).

4.  Does your software subscription need to be updated?

*B. Tech Support Issues (*See a CRT for assistance with this section.)

1. Have you worked with your CRT to ensure compatibility of your request to multiple platforms, district network and current standards? *Note, all software purchases must be reviewed by building or district tech to ensure network compatibility.*

2. What support will be needed use this technology?

3. Are there enough electrical outlets for the new hardware/additional hardware?

4. Are there enough network ports available for new/additional hardware?

5. Is the new/additional hardware compatible with the type of hardware/software you are trying to use?

6. Is there enough furniture to place the new or existing hardware on?

7. Is the software going to need a server or is it web based? If web based, what is the average bandwidth consumption per user?

8. Where is the data going to be stored?

9. Is this technology going to require wireless internet?

10. If the software needs a server can it use a virtual server?

11. If the software needs a web browser, what specific web browsers (Internet Explorer, Firefox, and Chrome) will it need and what other specifications will it need? (i.e. java, flash, shockwave)

12. What operating system will this new hardware or software require? (i.e. XP, Windows 7)

13. How much memory will the computer or server need?

14. How much hard drive space will the computer or server need?

15. How will the student teacher data files be uploaded? Will it be done automatic or manual entered?

16. Have you included product brochures and technical specification? _____Yes _____No

17. Existing Florida Customers: Reference Names, Phone Number, School, School District, and email address:

## B. Financial Information (Consult with your CRT and principal as you complete this section.)

**Vendor:**

**Address:**

**Phone:**

**Salesperson Contact:**

|  | Item Description | Part # | Price | Quantity | Subtotal |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total: |  |  |  |  |  |

**Annual Projected Maintenance Costs:**

**Projected Staff Development Costs:**

**Source of Funds:**