Niagara Falls City School District
Technology Request

Please see reverse for instructions on the use of this form.

Requestor:	
Phone:	
Date Needed:	
Location :	
Funding Source(account number):	

Approvals	
Building Technology Committee, If applicable	
Indicate how many other buildings are interested in this request (Poll your Peers)	
Technology Committee Administrator (Mrs. Diane Bianco/Mr. Gerald Orfano, Ms.Tina Gregory, Mr. Derek Zimmerman)	
District Technology Committee	

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Hardware Request	
Indicate purpose of hardware	
Specify hardware needed	

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Software - Off the Shelf	
Purpose of software	
Specify Software Name and version (if know)	
Indicate Vendor Name and Address (if known)	
Indicate use – Instructional or Administrative	
Grade Level	
Subject Area	
Number of Licenses Required	

Software Development Project and Media Purchase on Reverse

Revised 12/3/14

☐	**SOFTWARE DEVELOPMENT PROJECT**	
	DESCRIBE THE PROJECT (ATTACH ANY DETAIL DOCUMENTS OR REPORT LAYOUTS)	
	INFORMATION SERVICES - TIME TO COMPLETE	

☐	**MEDIA PURCHASE**	
	TYPE OF MEDIA: (VHS, CD OR OTHER)	
	TITLE:	
	BRIEF DESCRIPTION	
	INDICATE VENDOR NAME AND ADDRESS: (IF KNOWN)	
	LENGTH:	
	INDICATE USE: INSTRUCTIONAL OR OTHER (IDENTIFY)	
	APPROPRIATE GRADE LEVEL:	
	SUBJECT AREA:	
	STANDARDS TO BE ADDRESSED:	
	SCHOOL QUARTER IN WHICH IT WILL PROBABLY BE USED: (10, 20, 30, OR 40)	
	COST:	

Instructions for use

1. Complete the form as completely as possible. Provide all necessary information, including funding.
2. Submit your request to your Building Technology Committee for Approval. If no Building Technology Committee exists, the Building Administrator should approve the request. If the request is in the Central Office, the department Administrator must approve it.
3. The request is then submitted to the Technology Committee Administrator representing your school division:
   a. Elementary Schools – Mrs.Diane Bianco /Mr. Gerald Orfano
   b. Middle Schools – Ms.Tina Gregory
   c. High School – Mr. Derek Zimmerman
4. If this request is from the Central Office, it goes directly to Information Services.
5. The request is sent to Information Services Department where it will be presented to the Technology Committee for approval.
6. The Technology Committee will inform you of acceptance with an expected completion date, or denial.

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