

Hardware Purchase / Install Request

Please submit this form to Ken Young - DSC for approval

Requested by: Building:

Hardware Item Name:

Purchase Information:
Brand Name:

Vendor: Item # :

PO# : Cost: \$

Purchased by: District Building PTA Self Other / Explain

Install Information:
Building: Room:

Principal Approval Signature

Date

For Office Use Only:

Install / Purchase Approved by:

Date Approved:

Installed by:

Date Installed:

Building:

Room:

Computer #:

Computer Name:

Serial # :

Model # :

Comments: _____