

Technology Equipment Request

In an effort to direct Technology purchases to be consistent with the vision of the LCC Site Technology Plan and to utilize this Technology efficiently with District provided support, please ensure the following form is completed and submitted with any funding requests for Technology.

Technology received in conjunction with this form will receive an LCC Inventory control tag identifying this equipment for support and inventory tracking. Non-approved equipment will not be supported or replaced by district funds or services.

Name: _____

Department: _____

Date: _____

Item Requested: _____

Purpose Of Item: _____

Cost: \$ _____

Supports LCC Technology Master Plan: **Yes / No**

District Standard: **Yes / No** **Other:** _____

Ongoing Support Considered In Cost: **Yes / No**

Funding Source:

School Site Counsel

Athletic Boosters

ASB

Foundation (Mini-Grant)

Department Funds

Other: _____

(File Information)

Technology: _____

Tag #: _____

Date: _____

Req/P.O. #: _____