



THE SCHOOL DISTRICT OF MARTIN COUNTY, FLORIDA

Request for the Acquisition of Curriculum Hardware

Please fill out completely and submit to the **Executive Director of Instructional Services**.

Site Submitting Request: _____ Contact Person: _____

Site Administrator (signature required): _____ Date: _____

Description of Hardware: _____

Funding Source: _____

Total Cost: _____

1. Who is the project leader/school liaison?
 2. Targeted audience e.g. course and/or grade level?
 3. What curriculum needs are you addressing?
 4. How will you know the curriculum needs have been met?
 5. What is your implementation plan? Please include details regarding the training for students and teachers as well as the care and tracking of the device(s).
 6. Describe the hardware, including manufacturer, model, and number of devices to be purchased. Include any support equipment such as mobile carts, charging/sync stations, etc.
 7. How will applications or digital content be loaded on the device?
 8. How will you provide ongoing end user support?
 9. How will you provide ongoing technical support?
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Instructional Services

Circle to approve or deny:

Permission: Approved Denied

Comments: _____

Signature: _____

Date: _____

If approved, forward to Educational Technology, Coordinator of Computer Operations and Technical Support

Educational Technology

Reviewed by Technical Support and Computer Operations _____ Date: _____

Comments: _____