

TECHNOLOGY PURCHASE REQUEST (TPR)

Important...Please Read Carefully!

The purpose of this form is for following the proper guidelines of communication between faculty/staff and the technology team, so that technical specifications can be checked for compatibility with ACS systems **prior to technology purchases** (includes software and APPS).

Please note that Alexander City Schools is not responsible for issues that arise, such as incompatibility, outside of properly using this TPR, nor is the tech team responsible for the upkeep or maintenance of any personally purchased/owned equipment.

Employee Name: _____

School/Location: _____ Room #: _____

Date of Request: _____

Exact Item Name Being Requested: _____

Briefly describe the purpose of this request and which device/task it will support for teaching/learning:

Technical Specifications Listed for Item (if known): _____

Website/Store Name for Item Purchase: _____

TEACHER CREDIT CARD #: _____ EXPIREATION DATE: _____ CV2 CODE: _____

Approvals

Director of Technology

Technology Integration Specialist