

Technology Request Form

Norco College Technology Committee

Purchase - Hardware

Date:

Requester Name: Department:

Phone: E-mail:

Recipient, if different:

Equipment

- New Replacement/Upgrade Instructional (classroom) Non-Instructional (office/conference room)

Hardware (computer, printer, etc.) Asset Tag #:

Hardware: Quantity:

Is the system compatible with: Additional Components needed:

Other Item: Location of Hardware:

Does the Department have a suggestion for the use of the equipment being replaced?

Funding Source

Is there a Budget to fund the purchase?

- General Funds Categorical/Grant Funds

Budget Code: %

Budget Code: %

Is there a Budget to fund replacement/maintenance/repairs?

Is this request listed on Program Review?

Programmatic Needs

Explain how this item is necessary to address the department's mission and goals?

How many departments/staff/students will directly benefit from this technology?

ADA compliant (if applicable): Department Priority:

Where does Norco College stand in comparison with other comparable institutions in regards to this technology item?