



Natchitoches Parish School Board

Technology Request Form

Part 1: To be filled out by **The Requesting Staff Member**.

Staff Member Name: _____ **Room(s):** _____ **School:** _____

Please list the technology requested below.

Item (IE: Ipad, Laptop, ETC)	Brand (IE: Dell, Apple, ETC)	QTY	Notes or Comments

Justification:

Staff Member Signature: _____ Date: _____

Part 2: To be filled out by **Principal or Supervisor**

I have verified that the necessary furniture and electrical needs are fulfilled for the requested devices in Table 1, and am requesting approval from the fund source listed in Box 2a.

Funding Source: _____ (2a) Approved Date: _____

Rejected

Print Name: _____ Signature: _____

Part 3: To be filled out by **District Technology Coordinator**

Quote Amount: _____ (3a) Approved Date: _____

Rejected

Print Name: _____ Signature: _____

Part 4: To be filled out by **Funding Source Manager (I.E. Title 1 - Julee Wright, General Funds - Lee Waskom, ETC.)**.

I have verified that the requesting school/department have the funds available from Box 2a for the amount specified in Box 3a, and am approving their use for the items listed in Part 1.

Approved Date: _____

Rejected

Print Name: _____ Signature: _____