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|  | Corsicana ISD |

## Request for Technology Equipment

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| Request Information |
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| --- | --- | --- | --- |
| Campus : |  | Date : |  |

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| --- | --- | --- | --- |
| Requested By: |  |  |  |
|  | Last | First | M.I. |

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|  |  |
| --- | --- |
| Job Title: |  |

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|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  Laptop |[ ]  iPad |[ ]  Printer |[ ]  Projector |
|[ ]  Desktop |[ ]  Tablet |[ ]  Raptor |[ ]  Flat Panel |

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|  |  |  |  |
| --- | --- | --- | --- |
| Date Needed: |  | Return Date: |  |
| Supervisor: |  | Department: |  |

 |
| Quantity: \_\_\_\_\_\_\_\_\_\_\_\_\_Comments: |
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|  |  |
| Approving Supervisor Signature | Date |

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|  |
| Equipment Details |
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| --- | --- | --- | --- |
| Serial Number: |  | Service Tag Number : |  |

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|  |  |
| --- | --- |
|  |  |
| Department Manager Signature | Date |

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|  |
| Confirmation of Offer |
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|  |  |
| --- | --- |
| Delivered By: |  |

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| --- | --- | --- |
|  |[ ]  Approved |[ ]  Declined |

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| If approved, confirmation sent to Technology Dep for processing: |[ ]   |

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