

Appendix A

Software Request Form

Date of request:

Software being requested:

Requested by:

Building:

I have previewed a copy of this software*: Yes No

If not, why not?

What is the source of funding for this software purchase?

Quantity:

Stock number:

How many computers:

Unit price:

Total price:

Send order to:

Name of company:

Address:

Fax number:

Explain how you would use the software in the classroom:

How many students will the purchase of this software affect?

How will the use of this software promote meaningful learning?

Teacher: _____ Date: _____

Principal: _____ Tech. Department: _____

* Previewing software is defined as loading or downloading a trial version and looking at all the features.

DRAFT