

Career & Technical Education  
Equipment Request Form  
One Request Per Room

DATE: \_\_\_\_\_ School: \_\_\_\_\_  
Person Making Request: \_\_\_\_\_ Shorecrest \_\_\_\_\_ Shorewood  
Delivery Request Date: \_\_\_\_\_ URGENT  
Equipment Request: \_\_\_\_\_ Choose One:  
Hardware \_\_\_\_\_ Teacher Use Only  
Software \_\_\_\_\_ Student Use Only  
Hardware/Software \_\_\_\_\_ Student/Teacher use  
Appliance(s) \_\_\_\_\_  
Room Reconfiguration Needed? Yes No

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**Software:**

Exact Name/Version of Software being requested:

Where are the computers that this software will be loaded? (room #)

How many licensed copies are required?

What type of computers? Duo Platform MACS Model Type  
Unit type? Desktop Laptop

What specific Career & Technical Education Course(s) are going to be using this software? (list all)


Replaces any older software version?

Yes \_\_\_\_\_ Name of software being replaced:  
No \_\_\_\_\_

Approximate cost (attach ordering information if available): \_\_\_\_\_ per

All Hardware and Software purchases by Career and Technical Education are approved for use in Career and Technical Education Programs only.
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