

Fairview R-XI School District
IT PURCHASE REQUEST/ACQUISITION FORM

This form must be completed for all hardware and software purchase/acquisition requests. Submit the signed form to Lesa Hall. All the requests will be processed in the order received.

Name of the person using the hardware/software:	
Type of Purchase (check one): Desktop <input type="checkbox"/> Printer <input type="checkbox"/> Laptop <input type="checkbox"/> Kindle <input type="checkbox"/> Software <input type="checkbox"/> iPad <input type="checkbox"/> Other <input type="checkbox"/>	Type of request (check one): New <input type="checkbox"/> Replacement <input type="checkbox"/> Renewal <input type="checkbox"/> Upgrade <input type="checkbox"/>
Description of other:	
Location where the hardware/software will be installed:	
Please provide any other information/special needs for the purchase requested:	
Faculty/Staff Signature:	
Date:	