

**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