Technology Request Form

Norco College Technology Committee

Purchase - Software

Date: [ ]

Requester Name: [ ]   **Department:** [ ]

Phone: [ ]   **E-mail:** [ ]

Recipient, if different: [ ]

Equipment

○ **New**   ○ **Replacement/Upgrade**   ○ **Instructional** *(classroom)*   ○ **Non-Instructional** *(office/conference room)*

○ **Software** *(Microsoft Office, Adobe Photoshop, etc.)*

Software: [ ]   **Quantity:** [ ]

Is the software compatible with: [ ]   **Software Licenses:** [ ]

Location of Software: [ ]   **Is training needed for the software?** [ ]

Funding Source

Is there a Budget to fund the purchase? [ ]

○ **General Funds**   ○ **Categorical/Grant Funds**

Budget Code: [ ] **%** [ ]

Budget Code: [ ] **%** [ ]

Is there a Budget to fund upgrades/license renewals? [ ]

Is this request listed on Program Review? [ ]

Need Usage

Explain how this item is necessary to address the department's mission and goals?
[ ]

How many departments/staff/students will directly benefit from this technology? [ ]

ADA compliant *(if applicable)***:** [ ]   **Department Priority:** [ ]

Where does Norco College stand in comparison with other comparable institutions in regards to this technology item?
[ ]

*Once the technology department (Micro/IMC/Software) has reviewed your request, you will receive a quote for initial and operating costs that will provide you with the total cost of ownership.