

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.