

## **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.