



ACT **Emergency** Equipment Request Form

Due No Later Than April 13th

Equipment requests should only be used as a **last resort** after you have searched for support at the school level including (a) the school-based Technology Committee, (b) SLC Implementation and grant funds.

Incomplete forms will **not** be processed. To submit this form, the purchase must meet the minimum amount of \$100.

School Name _____ Date _____

Teacher Name _____ Room # _____

DOE Program Title: _____ DOE Program # _____

Name of Item: _____ Item Master # _____

How will this purchase enhance your program?

List specific competencies from your Frameworks that are directly associated with this purchase.

What additional expense (renewals, updates, etc.) will occur following the purchase of this item (both short term and long term)?

Where have you seen this equipment demonstrated or used (Program in Practice, conference etc.)?

Who will benefit from this purchase and how?

- Teacher
- Students
- Other _____

How?

Vendor name, address and telephone number:

Name of contact person:

Unit Cost \$ _____ Total Cost \$ _____

The school will contribute \$ _____ toward this purchase.

Principal Signature _____ Date _____

Teacher Signature _____ Date _____

Department Chair Signature _____ Date _____

*Attach an agenda and minutes of advisory council meeting where the equipment was discussed.

**Document your attendance at the last advisory committee meeting (i.e. copy of minutes that shows your attendance).

Date Received in the ACT Department:
