

**Marshall County School District Technology Department  
Suzanne Ingram, Supervisor of Technology**

Please complete the information on this worksheet to assist the Technology Department in deploying your software and/or hardware. The information is to be used to advise all parties of impending costs and deadlines. Check the item once you have considered it.

**New Technology Purchase Checklist**

Please list the name and kind of technology being purchased: \_\_\_\_\_

Where is the technology to go: \_\_\_\_\_

Who is the primary contact who can answer questions: \_\_\_\_\_

**Facilities**

*Check the box and answer the question (use page 2 for additional notes).*

- \$ \_\_\_\_\_ Estimated Cost                      \_\_\_\_\_ New furniture purchase needed? Y N
- Additional electrical outlets needed Y N      \_\_\_\_\_ Network drops needed Y N
- Other

\_\_\_\_\_

**Hardware**

- \$ \_\_\_\_\_ Estimated Cost

**Servers**

- Will the software be installed on a server? Y N
- If Yes, what is the needed operating system of the server? \_\_\_\_\_
- Is the software network enabled? Y N
- Can your current server be used? Y N
- Is the software SQL based? Y N
- Is a network printer needed? Y N
- If you need additional drops for access to the software, will additional switches be needed? Y N

**Desktop Computers**

- Will additional desktop computers be needed? Y N
- What operating system is needed? XP 2K 98 95 MAC
- What size hard drive is needed? \_\_\_\_\_ GIG
- How much RAM is needed? \_\_\_\_\_
- Is our antivirus (Lightspeed) compatible with the software? Y N
- Is a network card needed for the desktop computer? Y N
- Will additional printers be needed? Y N

### Software

- \$ \_\_\_\_\_ Estimated Cost
- What is the operating system needed by the software? XP 2K Vista
- How much RAM is needed for the software to operate? \_\_\_\_\_
- Will the software be used over the network? Y N
- Are there annual support costs? \_\_\_\_\_ Who will be responsible for paying for the annual support costs?
- Is software assurance offered with the software?
- How many licenses are being purchased? \_\_\_\_\_
- Will there be other supplemental software needed? \_\_\_\_\_
- Is the software for Teacher or Student use? \_\_\_\_\_
- Will the software need school board approval? Y N

### Old Equipment

Remember to follow district policy on the disposal of old equipment.

Who will remove old equipment?

Who will remove old furniture?

### Training and Support

Is there training provided for the teachers who may use the equipment or software?

Who will do the training?

Is there training needed for the Technology Department to support the equipment?

Who assume responsibility for updates and upgrades?

Will the purchaser include the technology department in training?

What is timeline for project completion?

*As purchaser of the above named technology, I assume full responsibility for all costs incurred in its installation and implementation unless noted below.*

Purchaser \_\_\_\_\_

Date \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Network Manager \_\_\_\_\_

Technology Supervisor \_\_\_\_\_

Teacher \_\_\_\_\_

Principal or Supervisor \_\_\_\_\_

