

# Technology Competency Purchase Request

- Instructions:** 1. Enter Name, campus, amount of award and list of items requested.  
 2. Return completed form to Joan Ragland, Instructional Technology Department  
 3. For additional information or specific questions, contact Joan Ragland (ragland@hudsonisd.org)  
 4. **FORM MUST BE SUBMITTED PRIOR TO SPRING BREAK.**

Name of Teacher: \_\_\_\_\_ Campus: \_\_\_\_\_ Award: \_\_\_\_\_

**Below is a list of the hardware and/or software that I would like to purchase with my Technology Competency Award Funds. I understand that:**

- \*my requests will be reviewed the the District/Campus Administrators, Curriculum Directors, and/or Instructional Specialist.
- \*all items will be purchased through HDOT
- \*all items purchased remain the property of HISD
- \*I will have the use of all items purchased, as long as I am employed by HISD. Upon leaving district, I will be responsible for returning all items to HDOT.

Item(s) requested	Rationale for request(s)	Cost of item(s)

**For Administration Use Only**

**Request reviewed by:**

Campus Principal: \_\_\_\_\_ Date: \_\_\_\_\_  Yes  No  
 Curriculum: \_\_\_\_\_ Date: \_\_\_\_\_  Yes  No  
 Technology: \_\_\_\_\_ Date: \_\_\_\_\_  Yes  No  
 District Admin: \_\_\_\_\_ Date: \_\_\_\_\_  Yes  No

**Notes/Additional Information/Comments**

