**21st Century Community Learning Centers**

**Technology Request Form**

**Name of Grantee:** type the name of the grantee here

**Name of Program/Subgrantee:** ­­­­type the name of the program here

**Person completing form:** type name here **Date:**      **­­**

Complete and submit to ERES for prior approval if requesting 21st CCLC reimbursement for technology items such as software, computers, iPads, iPods, Wii, etc. Do not complete if there are no costs or if using other funding resources. ERES will submit to FA for funding approval. Proposed technology purchases should be listed in approved budget, but the technology request form must be submitted, and approval received prior to actual purchase of technology items.

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal:** List (write out) the goal(s) from the **grant application** associated with this purchase. | | | |
|  | | | |
| **Objective:** List (write out) the objective(s) from the **grant application** associated with this purchase. | | | |
|  | | | |
| **Purpose:** Provide a detailed purpose and use for the intended items. Include activities and timeframe for usage. | | | |
|  | | | |
| **Assurances:** What assurances will be used so items are used for the 21st CCLC program only? | | | |
|  | | | |
| **Storage:** How will the items and accessories be stored for safety to prevent theft or damage? | | | |
|  | | | |
| **Accountability:** Describe the check-in/check-out system you will have in place for these items. | | | |
|  | | | |
| **Cost:** List cost for each item. Give total for the proposed number of items. (i.e. 6 iPads x $450 = $2,700). | | | |
| **Item (software, computers, iPads, iPods, Wii, etc.)** | **Qty.** | **Cost per item** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Grand Total** | | |  |
| **Program Amendment:** Will a program amendment be needed to incorporate the items with your goals and/or objectives? **YES or NO** | | | |
|  | | | |
| **Budget Amendment:** Will a budget amendment be needed to allocate funding? **YES or NO** | | | |
|  | | | |