

Technology Donation Evaluation Form

Donor Information

Name: _____ Company Name: _____

Address: _____

Phone: _____ Item: _____

Item Description: _____ (printer, computer, etc)

Hardeman County Schools requires this form to be completed, before the acceptance of a donated machine is approved. In order for Technology related items to be donated to Hardeman County Schools, they must meet the Minimum Hardware Requirements established by the District's Technology Division. These standards help insure that the materials received can be used to support student learning and achievement. The Technology Donation Evaluation form can be used for printers, computers, laptops, and other technology related equipment. One form per piece of equipment is required.

Hardware/Software Specs

Processor

RAM

Storage

CD Rom

Network

Operating System

Other Specifications of Equipment:

Software Licenses: Hardeman County Schools can not accept any computer donations that do not have the Operating System Software License and original media included with the donation.

Yes__ No__ The Operating System Software (media) and License will be included with this donation.

Software Standards

Technology Office Use Only

Technology Division Approval: _____

Office Use Only

Notice to Administration: Please fill out the attached Hardware and Software purchase forms and send them back to the Technology Division attention Assistant Superintendent of Technology.

Building Administrator's Approval: _____