



Instructional Support Services

Technology Request Form

Chromebook Carts

_____ Specify # Chromebooks Needed

Note: Please call for availability.

Chromebook carts do not print and require a one time training session with our instructional technology specialist prior to reservation.

Laptop Cart

_____ Specify # Carts Needed

Note: Laptop Carts contain 10 laptops and 1 printer per cart. Please call for availability.

iPad Cart

Note: iPad Carts contain 30 iPads. Please call for availability.

Rover Cart

Note: Rovers contain a projector with a VGA & HDMI cable for connections to laptops or other devices.

Device Only / Other Please Specify: _____

Notes: _____

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Name: _____ Dept./District/Organization: _____

Contact Number: _____ Event Title: _____

Date(s) needed: _____ Time: From _____ To _____

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Usage Conditions and Requirements

Your request will be ready for you at your scheduled time in your scheduled room(s). Please contact IT, if you have any issues or questions regarding the equipment.

Please notify Sara, if your reservation is canceled or modified in any way. Thank you for your cooperation.

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➔ **Administrator's Signature:** _____ **Date Received:** _____

Please return completed form to Sara Herman - sherman@cayboces.org

Questions?

Sara Herman
(315) 253-0361
ext.5131
sherman@cayboces.org