

**GOSHEN COUNTY SCHOOL DISTRICT NO. 1
EQUIPMENT REQUEST FORM**

Date: _____

Equipment Request: _____

Cost of Equipment: _____

Location where equipment will be used: _____

Please provide a written justification for the above request equipment: _____

Requester's Name: _____ **Signature:** _____

Principal's Approval: _____

Business Manager and/or Designee Approval: _____

Instructions: Complete above section providing reason why equipment is needed and indicating how it will be best used. Sign form, obtain principal's approval and submit it to the Business Manager for approval. Approval will be subject to equipment replacement cycle and budget.