**O.U.R. Co-op**

**Laptop Request Form**

**Please Note:** There are **20 laptops** available for use. These will be provided to sessions

 on a first come first serve basis. However, the teacher center coordinator reserves the right to assign laptops based on priority. For instance, if ADE

should schedule a session that requires laptops, that session would get priority.

Please email this form to Kim Fowler at kfowler@oursc.k12.ar.us.

***Session*** Click here to enter text.

***Date of Session*** Click here to enter a date.

***Name of Person Requesting Laptops*** Click here to enter text.

***Number of Laptops Needed*** Click here to enter text.

***Room*** Click here to enter text.

***Printer and Cart Required*** [ ] Yes [ ] No

***Date Requested*** Click here to enter a date.

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Request Approved by Teacher Center Coordinator [ ]  Yes [ ]  No Date Click here to enter a date.

**Office Use Only**

1. Email form to Nathan Cline and Phil Winkle [ ] Yes Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Confirm via email the availability of laptops with Nathan or Phil

 [ ] Yes Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Confirm via email the availability of laptops with person requesting

 [ ] Yes Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Add to Paper Calendar [ ] Yes Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Add to Online Calendar [ ] Yes Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. File in Workshop Folder [ ] Yes Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_