

Perkins/Strong Workforce Programs Funding Request Technology Sign-Off 2021/2022

All proposals that are requesting computers, software, or classroom technology must get approval from ITS. This will allow ITS to guide your proposed purchases to meet ITS standards, and ensure that ITS has capacity to service new equipment or software after purchase. ITS has offered to consult with departments prior to the 2/17/21 technology approval submission deadline. ITS will NOT review your requests for pedagogical or labor market justification; that is the purview of the Allocation Subcommittee. This means that you can submit your technology requests to be listed on the Project Budget for review and approval signature while you are developing the narrative portion of your proposal.

Wednesday, February 17, 2021, 5:00 p.m.

2021-2022 Proposals requesting computers, software, or classroom technology **must be submitted to ITS for review** and approval. Departments are encouraged to consult with ITS about requests.

- Submit an itemized description of your request and the Technology Sign Off page to ITS Office Manager, **JR Hall, jrhall@ccsf.edu, by 4:00 p.m on 2/17/21.**
- Proposals not submitted by this deadline will not be considered

Thursday, February 25, 2021, 5:00 p.m.

All requests for ITS approval will be returned to proposal **author no later than 2/25/21.**

Proposal Title: _____

Contact Person: _____

Telephone: _____

Email: _____

Department(s): _____

INFORMATION TECHNOLOGY SERVICES APPROVES THIS REQUEST:

APPROVED: Signature: _____

DATE: _____