**The School District, City of Erie**

***INFORMATION TECHNOLOGY***

3325 Cherry Street

Erie, Pennsylvania 16508

(814) 874-6181

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[http://www.eriesd.org](http://esd.iu5.org)

Rick Vitale Supervisor of Instructional/Curriculum Technology

Rich Contartesi Chief Information and Accountability Officer

Technology Equipment Relocation Form

Administrators: Our goal is to support your request and expedite the relocation or reconfiguration of technology equipment in your building. Please complete the form below so we can expedite your request in a timely manner.

School / Building:

Type of Equipment C:\Documents and Settings\jdepaul\Local Settings\Temporary Internet Files\Content.IE5\CQZD439N\MC900441310[1].png Asset ID (Barcode No.) Current Room ID Proposed Room ID

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Desktop Computer |  |  |  |  |
| Laptop Computer |  |  |  |  |
| Printer |  |  |  |  |
| Smart Board |  |  |  |  |
| Multimedia Cart |  |  |  |  |
| Projector |  |  |  |  |
| Other  (Specify Below) |  |  |  |  |

Description of Change (Please include specific details including teacher identification):

Principal/Administrator must email this completed form to Rick Vitale, [rvitale@eriesd.org](mailto:rvitale@eriesd.org) .

Date Completed: