

## COMPUTER PURCHASE REQUEST QUESTIONNAIRE

Computers may be purchased with federal training program funds if it is determined that a personal computer is necessary to participate and complete an approved training plan, and the participant has no other reasonably available sources for computer access. In accordance with federal guidance, all computer purchases must be pre-approved by a Program Manager. Computer purchase approvals will be made on a case-by-case basis, and the following information will be taken into consideration when making the determination. **ATTACH COPIES OF THE ESTIMATES OF THE ITEMS YOU ARE REQUESTING APPROVAL TO PURCHASE**

Client Name \_\_\_\_\_ Program Funding \_\_\_\_\_

1. What training course or program do you need the computer for? \_\_\_\_\_
2. Are all students in the program required to have a computer?  Yes  No
3. Classes are:  on-line  in person or  both
  - a. If both in person and on-line, how many classes are on-line? \_\_\_\_\_
4. Does your school have a computer lab available for your use?  Yes  No
  - a. If yes, what days and hours is the computer lab open? \_\_\_\_\_
5. Do you have a public library with access to computer?  Yes  No
  - a. What days and hours is your library open? \_\_\_\_\_
  - b. Is there a limit on the time you are able to use the computer?  Yes  No
  - c. If so, what is the time limit? \_\_\_\_\_
6. Do you have access to a computer from any other source?  Yes  No
7. Does your program require specialized software?  Yes  No
  - a. If yes, what is the specialized software? \_\_\_\_\_
  - b. What is the cost of the specialized software? \_\_\_\_\_
8. What is the cost of the computer you intend to purchase? \_\_\_\_\_

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9. Please provide an explanation of why this purchase should be made.

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**I, the undersigned, attest that the information I have provided is true and accurate. I further understand that I may be required to provide further information such as further documentation from the training provider or instructor as to the necessity of the computer.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date