

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.

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? _____
3. Are the classes on-line, in person or both? _____
 - a. If both in person and on-line, how many classes are on-line? _____
4. What days and hours are the classes held? _____
5. How far do you commute for your classes? _____
6. Does your school have a computer lab available for your use? _____
 - a. If yes, what days and hours is the computer lab open? _____
7. Do you have access to a public library with access to computers? _____
 - a. What days and hours is your library open?

 - b. Does your library limit the time you can spend on a computer, and if so how long?

 - c. How far do you commute to access the library?

8. Do you have access to a computer from any other source? _____

9. Does your program require specialized software? _____

a. If yes, what is the specialized software, and what is the cost?

10. How much do you anticipate is required to purchase the computer and any software? _____

11. Do you have any other information to justify this purchase?

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