

Form Number (Provided by IT):



Received by IT:

Status:

**RICHLAND ONE**

**DRAPE: Digital Resources Acquisitions Process Form (2023-2024)**

Date: \_\_\_\_\_ School/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Office/Room Number: \_\_\_\_\_

Name of Software/Hardware: \_\_\_\_\_

Version: \_\_\_\_\_ Publisher: \_\_\_\_\_

Vendor/Publisher: \_\_\_\_\_

Amount of Annual License Fee: \_\_\_\_\_ Amount of One-Time Cost: \_\_\_\_\_ Quantity: \_\_\_\_\_

Account Number for Purchase: \_\_\_\_\_

Type of Resource: *Select all that apply.*  Instructional Software  Software  Hardware  Other \_\_\_\_\_

URL of Resource: \_\_\_\_\_

Target Audience: \_\_\_\_\_

How will the resource be used? \_\_\_\_\_

How will resource be accessed?  Installation Required  Hosted Online (most digital resources)  Other: \_\_\_\_\_

**Data Integration: Setting Up the Accounts**

Will student data have to be entered in order to create accounts?  Yes  No

If **Yes**, how?  Teachers/students create accounts manually  PowerSchool  ClassLink  Other \_\_\_\_\_

*The district only works with systems that import data. Systems that require manual data entry must be managed by the requester.*

Will teacher data have to be entered in order to create accounts?  Yes  No

If **Yes**, how?  Teachers create accounts manually  PowerSchool  ClassLink  Other \_\_\_\_\_

*The district only works with systems that import data. Systems that require manual data entry must be managed by the requester.*

Note:

**IMPORTANT: Before sending this form to IT, attach printed copies of quotes, contracts, licenses, Privacy Policies, and Terms and Conditions. This form will be returned to you if these items are not attached.**

_____ Name of Requestor/Teacher/Staff Member/Etc.	_____ Signature of Requestor (1)	_____ Date of Signature
_____ Name of Principal/Department Head	_____ Signature of Principal/Department Head (2)	_____ Date of Signature
_____ Name of Grant Director (if applicable)	_____ Signature of Grant Director (3)	_____ Date of Signature
_____ Name of IT Approver	_____ Signature of IT Approver (4)	_____ Date of Signature
_____ Name of Chief Officer/Designee	_____ Signature of Chief Officer/Designee (5)	_____ Date of Signature

**If the software requires data integration, set up of the resource, etc. the originator of the request must submit a One to One Plus ticket once they have received the final approved DRAPE. The ticket type selected must be Data Integration Request, and a copy of the approved DRAPE is attached as a file. The resource cannot be used until this step has been completed.**