

Dedicated Training PC Grant Action Request Form

Remedy Ticket No.	
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AOC Use Only

Requestor First Name		Requestor Last Name	
Requestor Title		Phone No.	
E-mail Address		County	
Site		Department	
Date Requested		Date Completed AOC Use Only	

Program Information

In Motion TECH08-12, the Commission on Technology authorized funding for ACAP training PCs dedicated to training on standardized systems. The grant funding will waive subscription fees for up to 5 ACAP PCs per county per year.

To be considered a candidate you must agree to the following:

Agreement

Requirements	Initial/Agree
1. The PCs being requested are the ACAP desktop models.	
2. The PCs will be placed in a dedicated training facility.	
3. The training facility containing the PCs will be available to all courts in the county for training purposes.	
4. The PCs will not be used for day-to-day court business activities.	

Requested Number of ACAP PCs

Please Check One					
1	2	3	4	5	
<input type="checkbox"/>					

Signature of Requesting Party

Presiding Judge, Justice of the Peace or Magistrate Signature	Date
Please Print Name and Title	

Dedicated Training PC Grant Action Request Form

Signature of Party Authorizing Funding	
Administrative Office of the Courts, Information Technology Director	Date
Please Print Name	

AOC Use Only	Asset Inventory Detail			
PC Name	PC Model	PC Asset No.	Monitor Type	Monitor Asset No.
1.				
2.				
3.				
4.				
5.				

Signature of Party Verifying Asset Inventory	
Administrative Office of the Courts, Asset Inventory Manager	Date
Please Print Name	