

ASSISTIVE TECHNOLOGY EXCHANGE NETWORK

7550 W. 183rd Street, Tinley Park, IL 60477

708-444-8460, Fax: 708-429-3981

United Cerebral Palsy of Greater Chicago

REQUEST FOR DONATION

Return this form to ATEN by mail or fax

Check here if this is for a non-public school.

Date: _____

If this request is for non-public school, you must have a public school Sponsor/approve the request, by signing below and give the following information:

 Sponsoring School

 Sponsoring School Administrative Signature & Title

 Sponsoring School Phone Number

(For office use only – Do not write in these boxes)	
Reference #:	
Date received:	
Date Entered:	

SCHOOL INFORMATION: Please fill in all information requested

School:		District:	
Contact Person:		Title/Position:	
School Address:			
City:		State	IL Zip Code:
Phone:		Fax:	
Email:		Summer Telephone#	

STUDENT DESCRIPTION: ATEN equipment is donated for use by students with disabilities. Give a brief description of the student(s):

Actual Age & Grade Level	List Student(s) area(s) of Disability	Give a Brief Description of Student(s)

PLAN OF USE: (Briefly describe how you plan to use this equipment - Application can not be processed without this information)

PICK-UP/SHIPPING ARRANGEMENTS

Schools may choose to: 1) Pick up donations from ATEN 7550 W. 183rd Street, Tinley Park, IL
 2) Ship equipment to the school. All packing and shipping cost are the responsibility of the school.

Pack & Ship equipment, School agrees to pay packing and shipping cost

The school will pick-up the donation from the ATEN located in Tinley Park, IL

* A \$15.00 processing fee per system will be required for donation requests of Pentium III or above.

Schools are to register Windows operating system by logging on to www.microsoft.com/education/?id=freshstart .

Administrative Signature/Title: _____

Date: _____

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SCHOOL NAME: _____

REF.#: _____

(For Office Use Only)

Includes CPU, Monitor and Keyboard. List the quantity and comments if any next to the requested type, i.e. If you wanted **2 IBM compatible Pentium computers**, you would place a "2" in the quantity box next to "Pentium PC". Brief descriptions of items are helpful.

Type:	QUANTITY	COMMENT/DESCRIPTION
Pentium PC (IBM) (IBM Compatible Computer)		
Power MAC		

Donated systems do not always come with the following items. When they do, we will provide them at no cost. Please list desired quantity for each item and type. For example "10" in the Printer quantity box under "PC" would indicate a request for **10 IBM** compatible printers. Brief descriptions of items are helpful.

ITEM	QUANTITY		DESCRIPTION
	PC	MAC	
Printer(s)			
CD ROM Drive (s)			
Sound Cards (s)			
Modems			
Software (Check Appropriate Box)			

OTHER: You may use these remaining areas to request items not listed above. Brief descriptions of items are helpful.

ITEM	QUANTITY	DESCRIPTION