



Request for Software to Be Installed on Windows Computers

New software requests are pre-approved by Sandra Roby for curriculum alignment and need. Requests are then forwarded to the MIS department for proper testing and final approval.

Software requests for textbook CDs that also require an installation, should also be requested using this form.

The following information will need to be provided before your request can be approved.

Date of Request:

School:

Room #

Contact Name:

Contact Telephone Number:

Title of Software:

Version of Software:

Computer Number (on red tag that is attached to CPU):

(If there are multiple copies of the license to be installed on multiple computers, attach a list of the Computer Numbers for each computer.)

The original software (e.g CD-ROM) must accompany this request. *If the license is for multiple users or a network version, provide that documentation (e.g. Purchase Order) as well.*

Send requests to:

Sandra Roby, Director of Instructional Technology/Library Media Services