



## Software Purchase/Installation Approval Form

All departmental software must meet IT approval prior to procurement and installation. This form must be submitted with detailed information regarding the software in question.

### General Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Site Location: \_\_\_\_\_ Department: \_\_\_\_\_  
 Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
 Manager: \_\_\_\_\_ Manager Phone: ( ) \_\_\_\_\_

### Purpose of Request

Procurement  Installation Only

### Type of Installation

New Application:  Major Version Upgrade:   
 Minor Version Upgrade:  Existing Application:

#### Definitions:

*New Application*

*Existing Application:* Application currently installed for departmental or single use

Name of Software: \_\_\_\_\_

Description of Software: (software specifications, etc.) \_\_\_\_\_

Business Purpose: (continue on back if necessary)

### Licensing Information

Number of Copier 23402.96 ref 02.02.96 ref 09 20.8011m7 (Numb)5.4 58 0.8 ref 0 f58.60.098 152 refBT0.0

IT Technician: \_\_\_\_\_ Signature: \_\_\_\_\_ Date Installed: \_\_\_\_\_