FLORIDA POLYTECHNIC
UNIVERSITY

Software Request Form

Software request by:

Summary *(i.e. Jira ticket name)***:**

Description:

A bit of expectation setting:

☐ I acknowledge that IT will not install software that puts our systems at risk: pre-release or obsolete software, or software with known flaws may be refused.

☐ I acknowledge that IT ensures software installs and runs; further training and support are up to me.

☐ I acknowledge that I need to request software for labs and classrooms ninety (90) days before the start of semester.

Software Details

1. Name and web address of software publisher and product; include version if that's important.

2. Where can we find the terms of service, software license agreement, and/or privacy policy for the software?

3. Briefly tell us how you plan to use this software. How will you and others get training and support for this software?

4. Briefly tell us what data this software will store. Where will the data come from? What data will the software collect about its users?

5. Operating environment
☐ Microsoft Windows
☐ Apple MacOS
☐ GNU/Linux
☐ Web browser
☐ Apple iOS
☐ Google Android

6. License type
☐ Named user (one user per license)
☐ Device-based (one device per license)
☐ Concurrent user (one user at a time per license)
☐ Site-wide (all users anytime)

7. Is this a one-time purchase or a reoccurring cost?

8. How much does the software cost? (*Include quote*)

9. Have you communicated with a representative of the software publisher or a vendor?
☐ No
☐ Yes. *Please include contact name and email address*

10. Vendors must accept purchase orders (POs) for software. Do you know if the vendor you're working with accepts POs?
☐Yes
☐No

11. Do you want this software installed in a computer lab or classroom?
☐No
☐Yes. *Please include lab or classroom number.*

12. When would you like this software available for your use? How long will you and they need access to it?

13. What is the cost center and fund we should charge?
If not sure, please contact your Department Administrative Assistant.

14. (For Faculty) What are the email addresses of your department chair and administrative assistant?

_____
Budget Manager Signature