



Software Request Form

Software request by:

Summary:

This will become the name of your Ticket Request in Jira

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. Provide the name and web address of the software publisher and product; include version if applicable.

2. Please attach the terms of service, software license agreement, and/or privacy policy for the software. At minimum, please provide a link to the specific software you want.

Please review them: you do not need to master all the detail, but you do need a basic understanding of the obligations the university is undertaking. If certain portions do or do not apply, please say so (e.g. for optional features you want or don't want.)



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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(s)

- 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 need access to it?

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



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

Budget Manager Signature