

Request for New Software

All software must be owned or licensed to ETBU, or written permission by the developer must be granted for it to be installed on University PC's
- Please return form to IT Office upon completion -

Requestor Name: _____ Department: _____

Office Phone #: _____ Email: _____

Name of Software: _____

Vendor website or phone number: _____

Software media to be provided by: (circle one) Download or Disk Date needed by: _____

Location(s) where software will need to be installed: _____

Cost of software \$ _____ Is this per: license or site # of Licenses Needed: _____

Annual Maintenance/Renewal cost: \$ _____

Signature of Department Chair or Dean: _____ Date: _____

For IT use only

Assigned Technician: _____

Date Received: _____

WO #: _____

Date Completed: _____

Installed as ITAdmin: _____

Tested as ITStaff: *Results:* _____

Tested as ITStudent: *Results:* _____

Approved Denied

Comments: _____
