LAB SOFTWARE REQUEST FORM

Software requests may take up to 3 weeks after we receive all applicable information. This includes the software, documentation, licensing information, answering any questions about the install, and any pre-installation requirements such as license servers.

Sponsor and Software Information

Point of contact for software(first, last): _____
 (This should be a full -time faculty member or another full-time employee. They will be responsible for testing and troubleshooting software before it is deployed and will be the point of contact relating to licensing and update issues.)

Email Address: _____

Contact Phone: (XXX-XXX-XXXX) : _____

Name of the Software: _____

Name of the software manufacturer: _____

How is the software licensed?   (Check all that apply)

☐ Did the software purchase go through legal/IT Store? (All software that requires acceptance of an End User License Agreement must be reviewed by the appropriate departments before the software can be installed, even if the software is downloadable freeware.)

☐ Do we need to set-up a license server for the software? (IT can only fully support software using a license server if it is installed/maintained by IT)

☐ Will the number of licenses be legally sufficient to accommodate installation in the requested locations?

What is the ongoing maintenance and support for this software? _____
_____
_____

Software Install Details

When does the software first need to be installed? (Please note that software installs take, on average, 2-3 weeks after all questions and issues, such as licensing, are addressed.)
MM/DD/YYYY: _____

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When will the software no longer be needed? MM/DD/YYYY: _____

How often will the software need to be upgraded?
☐1 Year ☐2 Years ☐3 Years _____Other

Are there any software/hardware pre-requisites for this software?
☐Yes ☐No

(If so what are they?) _____
_____

Are there any special installation instructions that need to be followed? _____
_____

How will IT receive the software installer? _____
_____

_____   _____
Faculty Signature   Date   Director Signature   Date