Software Request

Section I - Contact Information

1. 1 Contact Person

1.2 School/Department

1.3 Phone Number

1.4 Email

Section II - Software Information

2.1 Title & Version

2.2 Manufacturer

2.3 Web Site

2.4 Brief Description

2.5 Sales Representative

2.6 Phone Number

2.7 Email

Requesting Software Procedure

1. Investigate licensing, accessibility, support, installation location, and cost options of software.

2. Obtain funding approval, but do not purchase software.

3. Fill out this form and deliver it to OTR. Include evaluation software, licensing documentation, and technical documentation.

4. Be prepared to test your software.

5. Familiarize yourself with the software policy.

Questions: Call 478-471-2860

OTR USE ONLY

Date Rcvd: _____

Received By: _____

☐ Approved

☐ Denied

　　☐ Security

　　☐ Compatibility

　　☐ Resources

　　☐ Received Past Deadline

By: _____

Date: _____

Reason: _____

Section III - Installation Information

3.1 Choose one:　○ Install New Software　○ Upgrade Existing Software　○ Install Existing Software in new location

3.2 Needed by this date: _____　3.4 Campus　☐ Cochran　☐ Dublin　☐ Eastman　☐ Macon

3.3 Number of Licences: _____　　　　☐ Macon Airport　☐ Warner Robins

3.5 Specify Locations

Software Request Deadlines

Spring 2018: 12/01/2017　　**Summer 2018:** 05/01/2018　　**Fall 2018:** 07/20/2018　　**Spring 2019:** 11/30/2018

Contact Person's Signature

Dean's Signature

Revised 11/06/2017