

# 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

By signing below, I acknowledge that I have read and understand Middle Georgia State University's Software Policy and I agree to fully participate in the evaluation and validation process. Furthermore, I understand that the contact person may be asked to participate in future evaluations and validations when this software is updated or installed in new locations. I understand that failure to participate in software evaluation and validation will delay or prevent the implementation of this software.

Contact Person's Signature

Revised 11/06/2017

Dean's Signature