

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

VECTR

Warner Robins

3.5 Specify Locations

Software Request Deadlines

Fall 2016: 07/01/2016

Spring 2017: 11/25/2016

Summer 2017: 04/07/2017

Fall 2017: 06/30/2017

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 05/05/2016

Dean's Signature