Software Purchase Request Form

Date

# Department Information

Requestor name Department name Phone (no)

Software Administrator name Phone(no) Email

Technical Support(text area optional) Phone (optional) Email optional)

# Budget Information

Account Name/Number 2 fields (acc no) (acct name) (optional) Total Software Purchase Amt.

Software will be:

A One-time Purchase Number of Licenses/seats (no op.)

License Price (ea) (op)

Requires Annual Maintenance Annual Maintenance Cost (op)\_

Will there be additional implementation costs involved? No Yes (if yes please describe below and include additional costs)

1. **Software Information**

Name of Software Company Name

(Include complete name and version)

Software Website

Software Description

(Describe the purpose of the software and how it will be used at the College. Include departments that will be using the software).

# Software Company/Vendor or Publisher Information (all fields optional)

Vendor Name Sales Representative Name

Sales Representative Phone Email

Vendor Technical Support (list name and phone number)

1. **Software Delivery**

*(check method software is to be delivered and provide more details such as building, room number, total PC’s, classroom name, or names of individual PC owner in the box below)*

Office Campus PC/ laptop

Departmental PC/laptop

# Software Life Expectancy

< 1 year

1-3 years

>3 years

# Technical Requirements

Please provide details of technical requirements of the computer or laptop for software installation or type “see attached” and attach printed specs.

# Approvals

*The department Dean/Supervisor understands their department is financially responsible for all licenses, upgrades, and or maintenance throughout the life time of the software use. A copy of all licenses and installation keys must be provided to the IT department each year that the software is renewed.*

Department HOD Date Server manager Date

# Software Purchase Information(all fields are optional)

Software Purchased From Vendor PO # Date

License Key

(All the details will be displayed in pop up pass the link before the submit button)

# Department Contact Information

Specify a name, email address, and telephone number for both an administrative employee and an individual who is technically responsible for the Software within the Department.

# Budget

Indicate the account number from which funds will be used to purchase this Software. Specify the purchase price of the Software and any annual maintenance costs. Also, estimate any additional implementation costs including labor, hardware, training, etc. Then, if necessary, indicate the account number from which funds will be used to purchase a server to support this Software. Specify the purchase price of the hardware and any annual maintenance costs. Also, estimate any additional implementation costs associated with the server including labor, hardware, training, etc.

# Software Information

Specify the complete name of the Software. Include the company name and version number and website. *Example: Microsoft Office 2013.* Describe the purpose of the software and how it will be used at the College. Include departments that will be using the software.

# Vendor Contact Information

Specify the name of the vendor from which the Software will be purchased. Provide a name, email address, and telephone number for both a sales person and an individual who can answer technical questions about the Software.

# Software Delivery

Indicate how the Software will be delivered and provide more details such as building, room number, total PC’s, classroom name, and or names of individual PC’s the software will be installed on in the provided box.

# Expected Life Expectancy

Check the box that indicates the number of years that this Software will be used. For example, maintenance costs may cover minor upgrades but eventually a major upgrade or new release of the software will need to be purchased; or the Software may be a temporary solution associated with a time-limited College program.

# Technical Requirements

Specify the minimum hardware configuration necessary to operate the Software. You may also note “see attached” in the box and attach printed specs from the Software company.

# Approvals

The appropriate signatures affixed to this form indicate approval for the purchase of the Software.

* *Department Dean/Supervisor.* Obtain the signature of an employee authorized to sign for the Budget Account Number. Also, indicate the date that the Software will be purchased.
* *ITS.* Obtain the signature of the IT Director.

# Software Purchase Information

After Software purchase, provide which vendor the software was purchased from, the purchase order number, date purchased and the licenses key. A copy of all documentation pertaining to the purchased Software including Software certificates must be forwarded to the IT department.