# Software Installation Request

**Faculty_________________________   Dept.__________________   Phone_________________   Date________________**

The software will be used for the following class(es) ___________________________________________  
(Course title and course number)

Number of enrolled students in this class is ___________________________________________________

<table>
<thead>
<tr>
<th>Software Pkg.</th>
<th>Platform</th>
<th>How many seats/site?</th>
<th>Who will purchase it?</th>
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<thead>
<tr>
<th>Needed by date</th>
<th>To be accessible in Lab (room #)</th>
<th>Software removal date (no longer needed)</th>
<th>Actual removal date (removed by)</th>
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Who in the department will perform the installation?

_____________________________   Room No.: _______________   Phone: _________________________  
(name)

Who in the department will perform the acceptance testing during/after the installation process?

_____________________________   Room No.: _______________   Phone: _________________________  
(name)

***** Installation is a team effort with Engineering College Computing providing system support. *****

Software brief description: _________________________________________________________________

Comments: ___________________________________________________________________________________________
_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

Approval – Department Chair: ______________________________________________________________

♦ Proof of the software licensing agreement is required.
♦ Original software media (diskettes or CD/ROM) or authorized backup copy must be retained in Engineering College Computing.
Documentation for the software should be maintained in Engineering College Computing so that students may have access to it.