Faculty Software Request Form  
Updated 02/03/2015

**Purpose:** To facilitate annual request for instructional software in the Geography and Environmental Studies Computer Lab.

**Due:** January 15 prior to the Fall semester for which software is being requested.

**Submission:** Please submit to the Computing and Faculties Coordinator by email. Complete a Software Request Form for each software title/license being requested.

**Course Information**  
Requester (Instructor): ________________________________

Courses supported (List all affected):

- Course Number:_________________________ Course Name:_________________________
- Course Number:_________________________ Course Name:_________________________
- Course Number:_________________________ Course Name:_________________________
- Course Number:_________________________ Course Name:_________________________

**Software** (attach quotes for all requested software)

- Title:_________________________ Number of Seats:_________________________

License Fee (circle one): *Permanent* or *Annual*

License Type (circle one): *Floating* or *Hardware Locked* or *Hardware Key*

Initial Cost:_________________________ Annual Maintenance Fee:_________________________

*Note: Be sure to list whether costs are by seat or for a site license.*

**Justification**

Please describe how the software will benefit the course and if it is replacing other software.

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