

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.
