



Information Technology Services: Halls of Residence

Software Request Form

Please Note: Additional or updated software will only be installed during the summer and July breaks. No Software will be installed during session. One software request per form

Software requests close off dates:

November 2011 – for Session 1, 2012 requests

April 2012 – for Session 2, 2012 requests



Requests received after these dates will **NOT** be processed

Please return this form to Building 17 Lev1 Central Labs or Fax 4221 4596

Name: _____ Extension: _____

Faculty/Department: _____ Mobile/Pager: _____

Software required for Subject No: _____ Session No: _____

Subject Co-ordinator _____ Extension: _____

Software Information

Software Name: _____ Version: _____

Custodian of the Software: _____ Extension: _____

Platform: (tick) PC

Which Lab(s) do you require this software to be installed? (Please Tick)

<input type="checkbox"/>	Campus East, Post Grad (3 PC's)	<input type="checkbox"/>	International House, A deck (6 PC's)
<input type="checkbox"/>	Campus East, Main (19 PC's)	<input type="checkbox"/>	International House, C deck (7 PC's)
<input type="checkbox"/>	Weerona, Main (11 PC's)	<input type="checkbox"/>	Keiraview, Main (4 PC's)

Is the software Windows XP Compatible? Yes No

Does your faculty have the appropriate number of licenses required to install the above requested software?

Yes No

Are you familiar with the installation procedure of this product? Yes No

If **No** please specify alternate contact: _____

I hereby agree that the above software licensing information is correct, and has been verified.

Signed: _____ Date: _____

Office Use Only:

Date form received:	Form received from:
Software install date:	