



Information Technology Services: South Coast Campuses

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

<input type="checkbox"/>	Batemans Bay Access Centre (29 PC's)	<input type="checkbox"/>	Moss Vale Access Centre (25 PC's)
<input type="checkbox"/>	Bega Access Centre (30 PC's)	<input type="checkbox"/>	Shoalhaven Lab1 (25 PC's)
<input type="checkbox"/>	Shoalhaven Access Centre (non-teaching) (35 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:			