



# Information Technology Services: Library

## 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:

Last week in **November 2009** – for Session 1 2010 requests

First week in **April 2010** – for Session 2 2010 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                       MAC                       Both

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

<input type="checkbox"/>	Lev 2 Lab 1 (40 PC's) Teaching
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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:	_____		