



Software and Licensing Purchase Approval Request

New Acquisition

This form must be completed for every software or license purchase whether installed on the computer or accessed via the Internet, new or renewal.

Renewal

Software/License Information

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Title

Version

Vendor

Describe Goal / Purpose / Need / Functionality Desired

Software Primarily Used By (check all that apply, indicate number of users in each area):

Students, # of Students Teachers, # of Teachers Administrators, # of Admins

Installation Information

- To be installed on single computer(s) – must attach written documentation of specific requirements for computers
- To be installed on the network – must attach written documentation of specific requirements for network functionality and workstation requirements

Implementation Plan / Timeline

Vendor Information

Company Name	<input type="text"/>	Phone	<input type="text"/>
Street Address	<input type="text"/>	Fax	<input type="text"/>
City, State, Zip	<input type="text"/>	Federal ID Number	<input type="text"/>
Contact	<input type="text"/>	DCSD Vendor # if Available	<input type="text"/>

Requested by

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Signature

Date

Reviewed by

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Signature

Date

Approved by

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Executive Director of Technology

Date

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Assistant Superintendent for CIA

Date