

PINELLAS COUNTY SCHOOLS

Software Tracking Form

Cost Center No: _____

Purchase Order No: _____

Software Title: _____

Software Tag Goes Here

THIS FORM IS PART OF YOUR FIXED ASSET INVENTORY AND MUST HAVE A COPY OF THE ORIGINAL PURCHASE ORDER ATTACHED AND MADE AVAILABLE FOR REVIEW.

Physical Location of (uninstalled) software packaging, manuals, installation disks/cd, (license agreement):

Bldg. & Room: _____ Department: _____

Please keep this list updated with the server or computer(s) upon which this software has been installed.

<u>Computer/Server Property Tag Number</u>	<u>Computer/Server Serial Number</u>	<u>Date Installed and Initials</u>	<u>Date Removed and Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____