



### Lab Software Installation Request

This form is required for the installation of software in IT labs.

1. Name of Software: \_\_\_\_\_

Version Number: \_\_\_\_\_ Vendor/Publisher: \_\_\_\_\_

2. Contact person regarding this software:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Before installation of any software, you must supply the following:

- a) IT must have a copy of the licensing agreement. **Please attach a copy of the licensing agreement to this form.** The software will not be installed without it. **NOTE:** Please provide enough licenses to cover the number of machines (one license per machine is required) in each lab. Due to the way software is distributed in each lab, partial licensing for a lab is not acceptable and will not be honored under any circumstances. For current number of machines in each lab, please see step #4.
- b) IT must have a copy of the software media.

4. For which lab(s) does this software need to be installed?

Please check the appropriate box of the lab(s) where you would like this software installed. Licenses must cover all machines for the format chosen (PC or Macintosh). Partial licensing will not be accepted.

Mahar	<input type="checkbox"/> 21 Mac's <input type="checkbox"/> 25 PC's	Penfield	<input type="checkbox"/> 28 Mac's <input type="checkbox"/> 27 PC's
Snygg	<input type="checkbox"/> 30 Mac's <input type="checkbox"/> 15 PC's <input type="checkbox"/> 17 Sun Workstations	Swetman	<input type="checkbox"/> 25 Mac's <input type="checkbox"/> 25 PC's

5. For which semester(s) would you like the software installed?

Summer     Fall     Spring     Academic Year

Please return all appropriate documentation and media to Instructional Technologies, 8B Snygg Hall. IT requires a minimum installation period of **two weeks**.

Installation of the software will proceed once IT has received all the appropriate documentation and media.