

# Software Proposal for Campus-Wide Use and Payment

Department and College: \_\_\_\_\_

Software Requested: \_\_\_\_\_

Cost of Software per-seat: \_\_\_\_\_

**OR** Cost of Site License and number of licenses: \_\_\_\_\_

Will you be requesting an upgrade within three years 

Yes	No
-----	----

Explanation why the software upgrade is needed before 3 years:  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Software Upgrade/Maintenance Costs per year: \_\_\_\_\_

Initials of IT Personnel who evaluated the software Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Does the software licenses have to be regulated by the central server 

Yes	No
-----	----

Initial of Instructor who evaluated the software Satisfactory: \_\_\_\_\_ Not Satisfactory: \_\_\_\_\_

Estimated # of students who will use it in a one year period: \_\_\_\_\_

Estimated # of departments who will use the software in a one year period: \_\_\_\_\_

Estimated # of classes that will utilize the software in a one year period: \_\_\_\_\_

Classes that will utilize the software:	Department Head Signature
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>

Explanation of software function and proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_