

## Software Request Form

The purpose of this form is to encourage project planning and appropriate use of SWTJC resources. This form collects information to assist in the determination of the proposed software with the College's curriculum, information, and technology needs. Please complete all fields, incomplete forms or forms needing more information will be returned.

Employee Name:

Department:

Location (Campus, building, and room):

Software Name:

Software Description:

Is this request to replace existing software?  Yes  No

If yes, why is your current software inadequate?

If no, explain your need for new software:

If applicable, what type of in-service will be required to train users? Who will be responsible? Will there be any costs involved?

Preferred timeline to implement:

Estimated one-time cost:

Estimated initial setup cost:

Estimated annual cost:

Estimated annual license fee:

Account the item will be purchased from:

***Please route the form in the order sequenced below, signatures acquired out of order will be returned.***

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

Concur

Non-concur

IT Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason:

Concur with IT Director

Non-concur

VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: