



Information
Technology
Department

For IT Dept. use only



Software Classification: _____

Tested by: _____ Application #: _____

Minimum Hardware Already Approved District Server Stand Alone Date Received: _____
Date Tested: _____

School: _____ Subject: _____

Name: _____ Grade: _____

Funding Source: _____

Software Title: _____

Version: _____ ISBN: _____

Support Contact Info: _____

Building Admin Approval: _____

Install Request from
Curriculum,
Instruction &
Assessment Approved
Software List

<p>License Type (check one)</p> <p>Network:</p> <p>Site <input type="checkbox"/></p> <p>District <input type="checkbox"/></p> <p>Non-Network:</p> <p>Stand alone <input type="checkbox"/></p>	<p>Number of Licenses: _____</p>	<p>Where do you want the software installed? Please list the group or names of the computers. (i.e. COLWS60021302 or room 248 1-15)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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*Submit this form to:
Helpdesk @ Morgan*

Notes:

If checked, the above listed software is approved (technology wise) for use on the district computers listed above. **Approved**

Approved by: _____ IT Dept. Personnel Date approved: _____

Please Note:

- The IT dept. will need to keep permanent original copies of any software (and its respective License) that is installed on district computers.
- Please send the software to Adam Hanson @ Morgan when you have purchased it.
- Curriculum Software is installed twice each year (September & January), software received at other times will be held for the next install period.