



Request for Software Installation on Lab or Multimedia Room PCs

If you require software to be installed on any SWGC Lab computers, please complete and sign this form. Software will only be installed if the following conditions are met:

- This form is completed and signed.
- The Software Documentation is provided with this form.
- A copy of the software license is provided with this form.
- If no license is available, written permission from the publishing company is required.
- If only verbal permission from the publishing company is available, a signed letter from the Department Chair is required. This letter should state that the publishing company allows the software to be installed free of charge, with no site license.
- A legal copy of the software (media) is provided with this form.
- The Request for Software Installation has to be renewed every school year.
- C&C will not automatically update the software – software updates will have to be arranged through the help desk.

Requestor Information:

Name:		
Phone:		
Email:		
Department:		
Date Software is Required	From:	To:
Where software is to be installed:		

For Completion by C&C Only:

Receive Date:		
Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No _____
Install Tech:		
Install Date:		

Please complete reverse →

Software Details:

Software Title			
Version Number:			
Media:	<input type="checkbox"/> CD	<input type="checkbox"/> USB Drive	<input type="checkbox"/> Other _____
License Type:	<input type="checkbox"/> Site License	<input type="checkbox"/> Single User	<input type="checkbox"/> Other _____
Number of Legal Licenses: (put in "0" for unlimited)			
Software Serial Number:			
Special Requirements:			

Locations You Would Like the Software Installed:

<input type="checkbox"/> Multimedia Room #: _____	<input type="checkbox"/> MAC Lab <input type="checkbox"/> AS373 <input type="checkbox"/> LC202	<input type="checkbox"/> French Lab <input type="checkbox"/> GIS Lab <input type="checkbox"/> Chemistry Lab <input type="checkbox"/> Physics Lab	<input type="checkbox"/> Library <input type="checkbox"/> Residence <input type="checkbox"/> Food Court
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By signing this form, I agree to the following terms and conditions:

- I am responsible for testing the software package, after it has been installed to make sure it functions and prints the way I expect it to.
- I understand that requests are subject to approval and may take up to 10 working days.
- I am responsible for renewing software installations each academic year or the software may be removed.
- I verify that I am licensed to use the number of copies indicated on this form.
- I acknowledge that the software will be installed using its default settings unless otherwise noted above.

Signature _____

Date: _____

Return completed forms to the Help Desk (AS363)