



Request for Software Installation on Office PC

If you require software to be installed on SWGC Multimedia Room or Office 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.
- 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:			

By signing this form, I agree to the following terms and conditions:

- I verify that I am licensed to use the number of copies indicated on this form.
- 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 acknowledge that the software will be installed using its default settings unless otherwise noted above.

Signature _____

Date: _____