SOFTWARE INSTALLATION REQUISITION

HASD INFORMATION TECHNOLOGY DEPARTMENT

Check One:

☐ **PRE-PURCHASE APPROVAL**

☐ **PREVIOUSLY INSTALLED SOFTWARE**

The following items must be submitted prior to Installation: -Proof of purchase (receipt, PO, etc.)
-License agreement
-Original software and materials (cd, manual, etc.)

Requested by: _____

School: _____ **Phone #:** _____

To be used by:
(name of person to use software, i.e. Teacher or student's full name) _____

OR

Computer to be installed on: Room#: _____ Machine #: _____

Name of Software: _____

Publishing Company: _____

Description of Software: _____

Reason for Software:
Must be tied to Curriculum
_____
_____
_____
_____
_____

Principal/Dept. Head Signature: _____ Date: _____
or
Rejected due to: _____

Technology Department Signature: _____ Date: _____
or
Rejected due to: _____

Return this completed form to:
TECHNOLOGY DEPARTMENT

- -

For Technology Department Use Only:

Date Rec'd _____ ☐ Proof of purchase ☐ License Agreement ☐ Original Software ☐ Installation Complete