



## Software License/Installation Approval Form

All departmental software must meet IT approval prior to procurement and installation. This form must be submitted with detailed information regarding the software in question.

### Requester Information:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Site Location: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Name of Software:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Price of Software License: \_\_\_\_\_

Department Acct # \_\_\_\_\_

### Price of Software License:

MS Office 2013 Pro .....\$ 95.00 \_\_\_\_\_

MS Office 2011 for Mac .....\$ 75.00 \_\_\_\_\_

MS Office Visio Pro 2013.....\$ 75.00 \_\_\_\_\_

MS Project 2013.....\$ 90.00 \_\_\_\_\_

Adobe Acrobat DC Pro .....\$ 65.00 \_\_\_\_\_

Total \_\_\_\_\_

**Please scan this form and send to [helpdesk@cdrewu.edu](mailto:helpdesk@cdrewu.edu)**

Installed By: \_\_\_\_\_

Installed On: \_\_\_\_\_

Helpdesk Ticket#: \_\_\_\_\_