

ITS Smart Classroom and Computer Lab Software Installation Form

Today's Date:

Requestor:

Installation Location:

Phone Number:

Operating System:

E-mail:

Software Title:

Department:

Vendor Contact:

of Licenses to be Installed:

Need by this date:

Special Instructions:

REQUIRED materials - submit with this form:

- Original media or downloaded application on CD
- Original manuals or technical documentation
- Proof of Purchase and/or License Agreement
- Special installation instructions - *if none a default installation will be done*

Type of Request (circle one) *New Software Installation* *Upgrade Existing Installation* *Renew Existing Installation*

Proof of license can be a Purchase Order, Site License Agreement, Receipt, Letter of Licensure from the Software Vendor, etc.). Please submit a separate request form for each application. *Incomplete submissions will cause delays.*

All software is installed for a period ending at the start of the next academic year (Fall Semester). To renew, please fill out and resubmit this form. Installations are scheduled on a first-come first-serve basis. A 60 day lead-time before the requested semester is required. There will be a \$40.00 per hour charge to your department if your request is received less than 60 days before the requested semester and an \$80.00 per hour charge if your request is received less than 30 days before the requested semester.

**Sign below and return this form with all required materials to: ITS Helpdesk, TS 114.
For questions, call the Helpdesk at 815-753-8100.**

I have read and understand and will comply with all software installation guidelines.

signature

date

Account number if installation request is submitted after the semester deadline

Academic year installation deadlines - Circle the semester needed

Spring 2010: 16 October 2009 Summer 2010: 19 March 2010 Fall 2010: 04 June 2010

For office use only

Received by: _____ Date/Time: _____

ITS Help Desk ticket # _____

Proof of Purchase Verified By ITS _____ Number Of Licenses _____

Items Received: Media _____ Documentation: _____