

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 deadline

Summer 2012: 23 March 2012 Fall 2012: 08 June 2012 Spring 2013: 23 November 2012

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: _____