

# Information Technology Committee (ITC) Software Request Form

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Requestor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone \_\_\_\_\_ School: \_\_\_\_\_ ITC Representative: \_\_\_\_\_

Software name/title \_\_\_\_\_

Amount request: \_\_\_\_\_ (on this request only)

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

If the funding will come from the school allotment, please include Dean's approval (signature or email).

Dean's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**Request Deadlines:** November 1 and March 1 of each year

## Guidelines

1. Only requests for software are eligible for committee consideration. Please note that this funding is for a one-time purchase to support teaching and research activities. This funding should not be used for the renewal of software licenses or services.
2. Please provide the following up-to-date information to help the committee understand your request (attach this cover sheet).
  - a) Software name/title
  - b) Describe the purpose/function of the software
  - c) Goals and objectives. Explain the academic purposes for which the software is to be used.
  - d) Software justification. Why the particular software requested is better suited to those purposes than alternative means. What kinds of relevant resources are currently available within the university? Indicate if you have tested the program.
  - e) Include the breadth of likely use - individual only, unit only, faculty only, students only, etc.
  - f) Please indicate what you will do to continue the software usage after the initial purchase, i.e., how long you plan to use this software and what you will do afterward.
  - g) Vendor's contact information including name, address, phone, fax, website, etc.
  - h) Itemized price list, including continuing annual maintenance or license costs, manuals or special hardware, if applicable.
  - i) Type of license (individual, multiple user, site, etc.)
  - j) Contact person who quoted price (if applicable)
  - k) Catalog & Catalog number and/or item number (if applicable)
  - l) Any other information that might be useful for the committee consideration.
3. Request the Dean's approval where applicable (please include the signature or provide a copy of an approval email).
4. Submit this form to your school's IT Committee representative.
5. Please submit a report describing how the software has been used by the end of the school year.