

Information Technology Committee (ITC) Software Request Form

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: _____

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 hardware, if

dividual, multiple user, site, etc.)