

Software Purchase / Install Request

Please submit this form to Ken Young - DSC for approval

Requested by: Building:

Software Item Name: Version #:

Purchasing Information:

Vendor: Item # :

PO# : Cost: \$

Funds used: District Building PTA Self Other / Explain _____

Quantity: Single Lab pac of _____ Site License Other / Explain _____

License # (attach copy of document): _____

Install Information:

Building: Room:

Principal Approval Signature

Date

For Office Use Only:

Install / Purchase Approved by:

Date Approved:

Installed by:

Date Installed:

Building: Room:

Computer #: Computer Name:

Comments: _____