

Technology Resource Center Request for Software Installation

To request software installation on TRC computers, complete the following form, obtain all required signatures, and return to the Library. Due to requirements for the state auditors, make a copy of the Software License and submit with this form.

Name of Requestor _____

Division _____

Name of Software _____ Version _____

Computers that software to be installed _____

Reason (or class) software is needed

Date Requested _____

Date Needed _____

Software Requested by:

Requestor's Signature

Requestor's Name (Please Print)

Date

Division Chair's Signature

Date

Approved by:

Dean of Learning Resources Signature

Date

For Library Use Only:

Technician(s) assigned _____

Date Installed _____

Computers software was installed _____

Workorder # _____

Please return this form to the Library.