



Software Request Deadlines for eGCC installation: For Fall semesters, requests must be submitted by April 15th; for Spring semesters, requests must be submitted by November 15th, Please allow a minimum of two (2) weeks from the time the software arrives for installation on eGCC. Non-networked software that requires a re-image will take longer

1. Requestor Information	2. Testing (Requesting dept. shall list the staff member responsible for testing the software after purchase and install to ensure interoperability in the class/office)
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Requestor's Name:	Name:
Phone Number:	Phone Number:
Email Address:	Email Address:
Department:	

2. Usage: Academic Vs. Office

This application is for business/administration use e.g. office/departmental	This application is for academic/instructional use e.g. classrooms/labs
Campus Location:	
Main	North
	Both

3. Software Package Information
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Software Package:		
Version:	Platform:	# of Copies:
Suggested Vendor:		
Is this upgrade to a previous version?	If YES, can the old version be removed?	
Does anyone else use this package that could be affected if removed?	Who?	

4. Location Information (Where is this Package going?)

Building:	Room #:
Course #:	Section #:

Verification of any features and functions (e.g. multi-user) of the application requested are solely the responsibility of the requesting department. OIT staff will do a systems check when ever possible by completing a test installation with any demo version available to assure compliance and operation on the eGCC network. If the software does not meet with eGCC specifications this request may be denied pending an application review with faculty.

6. Required Signatures
I have received the information contained in this Software Request Form and agree:

Department Head Chair:	
Software Director:	
CFS Budget Code:	

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Change Request Form.