



Information Technology and Support Services
Software Approval Request Form



All software loaded on district computers must be *purchased by* and *licensed to* the Plainfield Public School District. It is recommended that a trial copy of new software be acquired prior to purchase. Previously used/purchased software must be submitted with all the ORIGINAL media, purchasing and licensing information for approval.

Requestor Info:

Name/Title: _____ Phone: _____

Bldg/Dept: _____ Rm #: _____

PC Make/Model: _____ Asset Tag # _____
 (Dell, Gateway, HP etc.) (6 digits)

Title of software: _____

Software manufacturer: _____ Version: _____

Manufacturer trial copy? Yes _____ No _____ Web Access Version? Yes _____ No _____

Software to be used in: (Please circle one) a classroom? a lab? an office? Number of licenses required: _____

Description/URL: _____

Goal: _____ Metric: _____

Requests for approval of software for instructional use MUST include the following information.

Subject: _____ Grade Level: _____

Standards addressed: _____

Required Signatures:

Requestor Signature: _____ Date: _____

Bldg./Dept. Administrator: _____ Budget Code: _____
 (Please print clearly)

Signature: _____ Date: _____

Cabinet Level Administrator: _____
 (Please print clearly)

Cabinet Level Administrator Signature: _____ Date: _____

Date received in IT: _____ Suitable for testing? Y/N _____ ITSS Initial _____

If No, why? _____

Forwarded to Educational Services? Y/N _____ Date _____ ITSS Initial _____

Approved for further testing by ES? Y/N _____

If No, why?/Recommendations: _____

Approved/Not Approved by: _____
 (Please print clearly)

Signature: _____

Date forwarded to Help Desk _____ ES Initial _____

No further testing will be conducted on software for instructional use that is not approved by Educational Services

Please forward via inter-office mail or hand deliver completed form and software media to the Help Desk.