

ITS Computer Lab Operations Request for Software Installation

ITS Computer Lab Operations installs and/or upgrades software according to the Learning Commons Software Installation Policy and Procedure. Policy and procedure information is attached to this form and is available on the Learning Commons web site. (<http://learningcommons.calpoly.edu/labs>)

Contact information:			
Name: _____			
Phone number: _____	E-mail address: _____	Office location: _____	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student

Application information:	
Publisher:	_____
Title:	_____
Version:	_____
<input type="checkbox"/> New install <input type="checkbox"/> Upgrade to current install	
Media type: <input type="checkbox"/> CD <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Online	Quantity: _____

Request information:		
Requested upgrade cycle (per policy): <input type="checkbox"/> Winter Break <input type="checkbox"/> Current quarter <input type="checkbox"/> Summer Quarter	Removal date (if applicable): _____	Use: <input type="checkbox"/> General availability <input type="checkbox"/> Specific class _____
Platform / Operating System: <input type="checkbox"/> Windows <input type="checkbox"/> Macintosh <input type="checkbox"/> Other _____		
Install in: <input type="checkbox"/> Mac Smart Lab (35-216A) <input type="checkbox"/> PC Smart Lab (35-217C) <input type="checkbox"/> CAD-enabled Smart Lab (35-217D)		

License information:			
Number of licenses: _____	License expiration date: _____	Annual license renewal required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintenance or other costs (i.e., support): <input type="checkbox"/> Yes Amount: \$ _____ <input type="checkbox"/> No Period: _____		Explanation: _____ _____ _____	

Availability & support information:		
Available for student home use: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, where can media be obtained? _____	Where can students receive support? _____

Installation tracking information (CLO use):		
Category: <input type="checkbox"/> Site Licensed <input type="checkbox"/> ITS Managed <input type="checkbox"/> LC Managed	Type: <input type="checkbox"/> Request for installation <input type="checkbox"/> Request for purchase	Service Request # _____ <input type="checkbox"/> Media copy made <input type="checkbox"/> License documentation obtained <input type="checkbox"/> LC website updated

Installation completion information:			
Please verify that all features of the application function properly. By signing below, you verify that you have read the Learning Commons Software Installation Policy and that the application has been installed to your satisfaction. The application will be distributed to all the machines in the requested labs after all signatures have been obtained.			
Request Date: _____	Requestor Approval Date: _____	Propagation Date: _____	CLO Approval Date: _____
Requestor Signature			Date: _____
Technician Signature			Date: _____
Learning Commons Staff Tech Signature			Date: _____
Learning Commons Coordinator Signature			Date: _____

Financial information (if applicable):			
Dept. / College Authorized Financial Rep		ITS Authorized Financial Rep	
Name: _____		Name: _____	
Signature: _____		Signature: _____	
PeopleSoft Account and Chartfield String: _____ _____	Date: _____	PeopleSoft Account and Chartfield String: _____ _____	Date: _____