

College of Arts and Sciences General Access Computer Labs Software Purchase Request Form

Instructions for Software Purchase Request Form

Please use this form to recommend software titles to be installed for student use in the CAS General Access Computer Labs (CASGAL). Approved software titles will be purchased by CASGAL using Student Fees.

Incomplete forms cannot be considered, so please complete all information on the form, including vendor contact information and software pricing. Because of the number of requests we receive, CASGAL cannot research information required for each software title requested. Therefore, it is the responsibility of the requestor to provide all necessary information on the request form.

Preference is given to software for use by the largest number of students. For example, software for University Core Courses, Arts and Sciences Core Courses, multiple-department use and multiple-course use receive preference. You are encouraged to contact colleagues who may also have use for this software for their courses.

Please use a separate request form for each software title.

Explanation/description of blanks on the software request form and the information required for each blank:

1. **Name** : Faculty member's name.
2. **Email** : Faculty member's email address.
3. **Department** : Faculty member's department.
4. **Phone** : Faculty member's phone number.
5. **Software Title** : Title of requested software. (Only one title per form please.)
6. **Version** : Software version number.
7. **OS Version** : Operating System name and version required for software operation
8. **Vendor Contact** : Contact person or sales representative for vendor.
9. **Vendor** : Name of vendor used for pricing information.
10. **Vendor Address** : Vendor's street address (no P.O. Box numbers please).
11. **Vendor Phone** : Phone number for vendor contact or sales representative.
12. **Licenses Needed** : Estimated maximum number of students using this software simultaneously.
13. **Retail Price** : Retail price per software license (what it costs "on the shelf" at local retailers).

Educational/Quantity Pricing:

14. **Quantity** : Number of licenses provided in educational or quantity-discount pricing.
15. **Price** : Price of educational or quantity-discount pricing.

Note: Additional line provided for additional quantity/price breaks.

16. **Courses** : Course(s) which will use this software.
17. **Number of Students** : Estimated total number of students taking this course annually.
18. **Need Date** : Date software will be needed for this course.
19. Describe how this software will improve the teaching/comprehension of course material(s):
20. Describe the consequences of not obtaining this software for your course(s):
21. Your signature and date.
22. Department Chair signature and date.

Note: the Department Chair's signature is requested merely to help coordinate software needs and requests within a department and does not obligate a department to pay for, nor imply a department's willingness to pay for, the software being requested.

