

SOFTWARE APPROVAL REQUEST FORM

Any school board employee wishing to purchase a piece of software which does not appear on the District Approved Software List must fill out and submit to the Director of TIS, Dr. George Vensel this form. The request will go to DELTA for approval. This process may take several weeks. You will receive a response from Dr. Vensel.

Date: _____ Requestor Contact Phone Number: _____

Requestor: _____

Requesting Site: _____

Product Name: _____

Product Manufacturer: _____

Website Associated with Purchase: _____

Principal/Supervisor Name: _____

Cost of Software (each item): _____

Additional Costs Associated with Purchase:

Clear Description of Intended Use:

Need for server(s), network bandwidth, data imports, any assistance needed from other departments to deploy and support: