



INFORMATION TECHNOLOGY

Software Installation and License Management Form

Purpose: Software license management must be implemented to ensure the University is in compliance with applicable software licensing contractual agreements. All software installation requests which are outside of the University's enterprise application licenses are required to have proper licensing documentation which includes:

1. Proof of Purchase – Copy of Purchase Order, Invoice and Payment
2. Original License (No license -- IT will make a copy of the CD to have on file)
3. Media (Disks, CDROM) - Only one license for each CD

Software Installation Requirements: A Software License Installation and Management form must be completed and all of the documentation received, prior to installation.

User Notification: Information Technology has procedures and tools which periodically validate that all software is used in accordance with license agreements.

Software Provided by: ☐ Information Technology ☐ Department ☐ Other (please specify)

Department Name:

Department Location:

Software Application Name:

Software Application Vendor:

Software Application Version:

Number of Licenses:

Product Key:

Date Purchased:

Documentation Provided: ☐ Purchase Order ☐ Invoice ☐ Payment ☐ License ☐ Media

Briefly describe the purpose for using this software application:

Software Installation and License Management Authorizations

Department Manager:

Information Technology:

Signature:

Signature:

Title:

Title:

Date:

Date: