

# Software Request Form

<b>Name:</b>		<b>Date:</b>	
<b>Software Requested:</b>			
<b>Software Use:</b>	<input type="checkbox"/> Classroom Instruction	<input type="checkbox"/> Office Use	<input type="checkbox"/> Other:
<b>Other Requirements:</b>			
<b>Reason for Request:</b>			

<b>Term Needed/School Year:</b>		<b>License Duration/Expiration:</b>	
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<b>Building Location:</b>	<input type="checkbox"/> MB1	<input type="checkbox"/> Cabell Hall	<input type="checkbox"/> Inland Waterways	<input type="checkbox"/> CCA	<input type="checkbox"/> Other
<b>Room Number(s):</b>					

I certify that the software listed above will be used only for the purpose of classroom instruction and will only be used while the campus site license is valid. I also certify that I have:

- A. Received a copy of the software license agreement
- B. Will NOT misuse said software in any way that would go against said license agreement or policies of Mountwest Community and Technical College
- C. A copy of the software license has been provided to the Information Services department outlining the usage rights (number of computers, user restrictions, etc.)

<b>Responsible User (Print):</b>			
<b>Responsible User Signature:</b>		<b>Date:</b>	
<b>Dean or Director Signature:</b>		<b>Date:</b>	
<b>CIO Signature:</b>		<b>Date:</b>	
<b>Responsible Technician:</b>		<b>Date:</b>	