

**Requestor Information**

Requestor	
Department	
Requestor E-mail	@uiowa.edu
Requestor Phone Number	

**Software Information**

Software Title	
Software Version	
Software Platform	
Vendor	
Vendor Web Link	
Vendor Contact	
E-mail	
Phone	

**Classroom Use Information**

Usage Period (Academic yr=standard)	
Classroom Location(s)	

**License Information**

Type of License (check applicable box)	Annual	Perpetual
	Concurrent	Site
License Expiration Date (if annual)		
Number of Licenses		
License Holder		
Customizations Needed		

What is the cost of the software	\$
Is there a risk of litigation due to your usage of the software?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a risk of human life?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a risk to property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the use of the software involve confidential information?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the vendor of this software ever come to campus?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Important**

- All software license agreements must be approved the Office of the General Counsel.
- Proof of licensure and software are **required** for the installation, fax proof of purchase and license to 319-335-5505. Questions, contact ITS Campus Software Program Office, 335-6069.
- A list of previously reviewed agreements, are available at <http://cs.its.uiowa.edu/software/evaluatedlicenseagreements.shtml>.
- To get license approval, [http://cs.its.uiowa.edu/software/documents/SoftwareRequestForm\\_001.pdf](http://cs.its.uiowa.edu/software/documents/SoftwareRequestForm_001.pdf)
- **Approval is required prior to software installation on a classroom system.**

**Certification**

I certify that:

- The licensing is valid for the academic year or the period requested.
- The licenses have not been used on other systems on or off campus.
- Licenses have been obtained for the number of systems for which I am requesting the software be installed.

**Charges** (if applicable)10 working days – **NO CHARGE**

Less than 10 working days - \$25 minimum, maximum charge, \$100, (depending on ? hours spent – should we also state that an MFK must be provided at the time of request?)

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date