



Software Installation Request

De Soto School District 73—De Soto, Missouri 63020

Submit this completed form to your building Principal or Supervisor

Section 1: Requestor

Building:		Room(s):	
Name / Department:			

Section 2: Software

Name of Software:	
Software Manufacturer:	

Software Status: NEW EXISTING If new, complete below:

Web Download URL (if applicable):	
Number of Copies / Licenses Needed:	
Estimated Cost Per License:	
Funding Source:	

List any prerequisite software (e.g. Adobe Reader, Flash, Firefox, etc.)

Section 3: Rationale

Provide a short description of the purpose of the software requested. And how often it will be an integral part of the curriculum.

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Form continues on the reverse—please complete all boxes.

Software Request Approval

Section 4: Rationale for addition or replacement.

Provide the rationale for the acquisition of this software in addition to or replacement of existing software resources.

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Building Principal

Approval:

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Technology Services Checklist:

Software Acquired:		No. Of Licenses	
Compatible:		Install Code:	
Install Media:		Download URL:	
Requested Date:		Completed Date:	

Tech Approval:

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Administrative Approval (when required):

Superintendent:	
Asst. Superintendent:	
Dir. Of Curriculum:	

You may submit additional comments or rationale on a separate sheet. Please attach any additional materials to this form at the time of submission.