



# Software Acquisition Approval Form

Submit to your principal for approval.

Date:

Name:

Building: Elementary

## Purpose of Request:

Purchase

Donation

Free Download

## Software Information:

Title:

Publisher/Manufacturer:

Vendor:

Vendor Website:

Description of Software:

Grade Levels Software will be used for:

PK  K  1  2  3  4  5  6  7  8  9  10  11  12  N/A

Classes for which software will be used:

Purpose:

Subject Area to which software applies:

Which standards does this software address?

## Type of Installation:

New Application

Upgrade

Version:

## Licensing Information:

Number of Computers on which software will be installed:

On which computers will this software be installed (specify lab or computer MC#):

*Please print or email form for approval.*

## Principal Approving Request:

Name:

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

Charge to Account Code: \_\_\_\_\_

Account Description: \_\_\_\_\_

*Please send form to technology coordinator for approval.*

## For Central Office Use Only:

Date Received:

Approved

Not Approved