

## Software Purchase Questionnaire

The following information must be submitted with any Request for Software.

Software Name:

Software Version:

A detailed description of the software and how it will be used on campus:

Is the software for a standalone computer or client/server based computer?

Client/Server

Standalone

### If this is a server:

Location of Server:

Server Administrator:

How many computers will be connected to it?

**Answer the following 4 questions for both standalone computers and servers:**

**Operating System:** i.e., Windows XP Pro, Vista Business or Windows 7 Enterprise

**The Computer/Server Name:**

**MAC Address:** (Go to Start, Run, type in CMD, then type IPCONFIG / ALL then you should see a 12 digit alpha numeric number that normally starts w/ 00)

**Location of Computer/Server:** (Department Name, Building, and Room Number)

**Who is responsible for support and administration of this Software and Computer,** including installation, troubleshooting, upgrades etc. Specify if this is an employee or and outside contractor:

If this is going to be used for classroom teaching, please list the **class** that it will be used for and the name of the **instructor** for this class:

What is the expected time-frame for installation?

Who owns the data in conjunction with the software operation?

Is this a software license or maintenance agreement renewal or upgrade?

Yes

No