

**REQUEST TO PURCHASE SOFTWARE WITH PROCUREMENT CARD**

This form must be completed and signed by Rose Primeaux (x523) or David Jinks (x122)  
**PRIOR TO ORDERING.** Submit with your procurement card billing statement.

1. Name of software and publisher:

\_\_\_\_\_

2. Description of software and use for division or unit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. System requirements on computer for the software:

\_\_\_\_\_

4. List all systems on which software will be installed:

\_\_\_\_\_

5. Do all systems comply with #3? \_\_\_\_\_

6. Are you buying enough copies to meet licensing requirements? \_\_\_\_\_

How many? \_\_\_\_\_

7. User(s) receiving software: \_\_\_\_\_

8. Cost per copy: \_\_\_\_\_

Additional notes:

Systems comments:

*Software must be used on existing computer hardware and installed according to licensing agreement. Provide the registration information and software to Rose Primeaux upon receipt. If software is downloaded from a website a CD/DVD copy needs to be submitted to Rose Primeaux.*

Division Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Division Funding #: \_\_\_\_\_

Software Approved for Purchase: \_\_\_\_\_ Date: \_\_\_\_\_