

Software Request Form for Faculty and Staff

Faculty and staff who require software not vetted on their office computer shall complete this form including appropriate justification for their request. The request must be approved by the member's Department Chair/Coordinator/Supervisor and the Dean of Learning & Technology Resources/Information Technology for approval signatures. Please allow 2-3 weeks for your request to be processed. For assistance, contact your campus help-desk: for Cuyamaca ext. 4395, for Grossmont Faculty ext. 7742, for other District ext. 7547.

Name

Department and Division

Office #

Contact Phone

To ensure the software is installed on the correct computer, please provide the six-digit GC# on the computer receiving the software. This will be located on either the front, top or back of your computer.

List the Software to be installed:

Is this software installed on any other device you own?

Justification

Approvals

Department Chair/Coordinator/Supervisor

Signature: _____ Date: _____

Learning and Technology Resources Dean/Information Technology

Signature: _____ Date: _____