

A bit of expectation setting:

- I acknowledge that IT will not install software that puts our systems at risk: pre-release or obsolete software, or software with known flaws may be refused.
- I acknowledge that IT ensures software installs and runs; further training and support are up to me.
- I acknowledge that I need to request software for labs and classrooms ninety (90) days before the start of semester.

1. Name of requestor.

We ask because we want to know who we're working with.

2. Name and web address of software publisher and product; include version if that's important.

We ask because we like detail.

3. Where can we find the terms of service, software license agreement, and/or privacy policy for the software?

We ask because we really like detail—even dense, legalese detail.

4. Briefly tell us how you plan to use this software. How will you and others get training and support for this software?

We ask so we can point out problems that might trip you up.

5. Briefly tell us what data this software will store. Where will the data come from? What data will the software collect about its users?

We ask so we can better understand how software vendors are protecting valuable university data.

6. Operating environment.

We ask because all software needs a comfortable home

- Microsoft Windows
- Apple MacOS
- GNU/Linux
- Web browser
- Apple iOS
- Google Android

7. License type.

We ask because software is licensed in different ways.

- Named user (one user per license)
- Device-based (one device per license)
- Concurrent user (one user at a time per license)
- Site-wide (all users anytime).

8. If you selected named- or concurrent-user licenses, how many?

We ask because we want to make sure all who need have access to your software.

9. How much does this software cost?

We ask because our cryptocurrency mining project hasn't paid off—yet.

10. Have you communicated with a representative of the software publisher or a vendor?

We ask because it's easier if the conversation has already started.

- No
- Yes. You can contact them at:

11. Vendors must accept purchase orders (POs) for software. Do you know if the vendor you're working with accepts POs?

We ask because lovely folks in Tallahassee say we should.

Yes

No

12. Do you want this software installed in a computer lab or classroom?

We ask because getting software in the labs and classrooms takes more time—lots more time. (Remember that bit at the beginning about ninety days? We meant that.)

No

Yes, these rooms:

13. When would you like this software available for your use? How long will you and they need access to it?

We ask because we want to make you happy. (But we can't make promises.)

14. What is the cost center and fund we should charge?

We ask because it's useful to know where the money is coming from.

15. Does the budget manager for that cost center and fund know?

We ask because we'd rather have permission than forgiveness.

Budget Manager Signature