SOFTWARE LICENSE APPROVAL REQUEST FORM

Request Date:

Software Details				
Software Name	Version		Vendor	
License Type		License Cost		
Purpose (Describe purpose and intended use within the organization)				
Justification (Explain how it benefits the organization, department, project)				
Security (Describe any security measures or considerations related to the software				

Integration, Support and Maintenance Details				
Will the software integrate with existing system?	Compatibility (describe any issues or concerns)			
What support and maintenance is available?	How will updates and patches be managed?			

Requestor Information				
First Name	Last Name	Department		
Email Address	Phone Number	Job Title		

Signature:	Date: