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:**