# CAL MARITIME

## Software Purchase/Installation Approval Form

All departmental software must meet IT approval prior to procurement and installation. This form must be submitted with detailed information regarding the software in question.

## General Information

Name: _____   Date: _____

Site Location: _____   Department: _____

Title: _____   Phone: (     )_____

Manager: _____   Manager Phone: (     )_____

## Purpose of Request

Procurement ☐          Installation Only ☐

## Type of Installation

New Application:                   ☐          Major Version Upgrade: ☐

Minor Version Upgrade:        ☐          Existing Application:      ☐

**Definitions**:
*New Application*: Application that has never been installed for departmental or single use
*Major Version Upgrade*: Any upgrade to currently installed application that adds significant features not available in previous version or changes the function of the current user interface
*Minor Version Upgrade*: Any upgrade that does not add features or changes to the current user interface
*Existing Application*:  Application currently installed for departmental or single use

Name of Software: _____

Description of Software: (software specifications, etc.) _____

_____

Business Purpose: (continue on back if necessary)
_____

## Licensing Information

Number of Copies: _____          Number of Licenses: _____

Software is for:          ☐ Windows 95          ☐ Windows 98
(Select all that apply)   ☐ Windows NT          ☐ Windows 2000
                          ☐ Windows ME          ☐ Windows XP

## Manager/Department Head Approving Request

Manager Name: _____Signature: _____Date:_____
Charge To:  Account Code _____ General Fund _____ Dept ID: _____

## IT Approval

CIO/ISO: _____Signature: _____Date:_____
IT Technician:_____ Signature: _____Date Installed:_____