

**Form 1**

**Software Purchase Information**

(Required to be submitted with PO)

Software Name: \_\_\_\_\_  
Software Version: \_\_\_\_\_  
Software Vendor: \_\_\_\_\_

1. Detailed description of software and how it will be used:  
\_\_\_\_\_  
\_\_\_\_\_
2. Is the software for: a standalone computer, server based, or web based?  
(please circle one)
3. Licensing Information: Individual, Site License, or District License?  
(please circle one)
4. What operating system(s) is this software compatible with?  
\_\_\_\_\_
5. Location of software use: School & classroom  
\_\_\_\_\_
6. Is this a renewal/upgrade to an existing software license? Yes No
7. Website or any other pertinent information that would assist in researching this software:  
\_\_\_\_\_

Person making the request: \_\_\_\_\_

Technology Department Approval: \_\_\_\_\_

Date: \_\_\_\_\_