Northampton County Software Approval Request Form

Name of Requestor: _____

Location: _____

Name of Software: _____

Cost of Software: _____

Budge Code for Software Purchase: _____

Recurring Cost for Software: _____

Summary of Installation: (Where will it be installed, on how many computers, what network resources will be required, etc.)

_____

_____

_____

Complete on reverse of form if more space is needed

Technology Department

Request is _____ approved _____ disapproved.

Comments: _____

_____

_____

_____

_____   _____
Technology Director Signature   Date

Before submitting this form to the technology department, ensure it is reviewed and initialed by the principal / site supervisor and the technician for your school or facility. Their initials indicate that they have reviewed the request and software, and determined that, *to the best of their knowledge*, the software:

1 – is compatible with the existing technology equipment on which it will be installed

2 – is appropriate for use within Northampton County Schools and the education environment.

3 - will not create unnecessary security or virus vulnerabilities, and

4 - will not place unnecessary demands on network bandwidth and resources.

Principal or
Supervisor
Initials:_____

Tech Rep
Initials: _____

Learning and Teaching Initials: _____

Comments: