

**SOFTWARE REQUISITION FORM**  
**School District of West De Pere**

Submit completed form to the **IT Department**

Submitted By: \_\_\_\_\_

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

Section I. Software Information

Title: \_\_\_\_\_

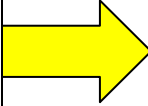
Publisher: \_\_\_\_\_

Vendor: \_\_\_\_\_

Version/Edition: \_\_\_\_\_

Is the software: \_\_\_ Web/browser based or \_\_\_ CD

Date intended for implementation: \_\_\_\_\_



Section II. Purchase Information

Cost per License: \_\_\_\_\_

Number of Licenses: \_\_\_\_\_

Is group licensing available? \_\_\_\_\_

Cost/Group License: \_\_\_\_\_

Annual renewal Cost: \_\_\_\_\_

**Please attach requisition with account #  
for purchase.**

Section III. Explanation of purpose:

1) Identify the staff and grade levels that will be using the software: \_\_\_\_\_

2) Which instructional benchmarks will the software support? (If applicable) \_\_\_\_\_

\_\_\_\_\_

Section IV. ***This section is to be completed by staff in the Curriculum/Technology/Library Services***

Date Received: \_\_\_\_\_ Date Response Returned: \_\_\_\_\_

Will this software operate on existing hardware? \_\_\_\_\_

What additional hardware is needed for utilizing software?

Software will be run as: Browser-based  Network installed  Stand-Alone

Comments:

Software is approved for purchase: \_\_\_\_\_  
(Signature of Building Administrator)

Software meets technology requirements: \_\_\_\_\_  
(Signature of Department Staff Completing Verification)

Software is approved for instructional purposes: \_\_\_\_\_  
(Signature of Director of Curriculum)

Rev. Feb.09, 2006 Aug. 18, 2005 December 15, 2005