**Individual Faculty Software Request
for Teaching and Research 2014-15**

 *Instructions: Complete this template on your word processor. Start typing after >>> and use as many words as you need; the lines will wrap. Or print the blank template and fill it out manually.*

*1. What software are you requesting? Please give the full name and version:
>>>*

*2. Why is this software needed; how will it enhance your teaching or research?*  *>>>*

*3. Your name:* *>>>*

*Your department: >>>*

*Your office room number*: *>>>*

*Your email address*: *>>>*

*Your phone number(s)*: *>>>*

*Your FIT computer type (mark one)*: *\_\_\_\_ Mac desktop \_\_\_\_ Mac laptop/notebook*
*\_\_\_\_ PC desktop \_\_\_\_ PC laptop/notebook*

*Forward your request to your chairperson*

*Recommended by Chairperson*  *Date:*

*Approved by Dean*  *Date:*

*Dean, please forward to Associate VPAA*

*Approved by VPAA*  *Date:*

*If funded, Academic Affairs will forward instructions to IT User Services.
If not funded, this request will be returned to the Dean.*