

# Software Request Procedure

**Purpose** To centralize acquisition of software in order to ensure compliance and compatibility with network architecture as well as streamline utilization, reduce duplication, and provide the highest level of support possible.

**Method** All requests for instructional software for use on public computer workstations classrooms, computer labs, and offices, will be reviewed and approved for purchase through the Information Technology Department.

**Applies to** All Casper College Employees

**Procedure** Software requests for campus labs, classrooms and offices will be evaluated and approved through the appropriate channels, as outlined below:

1. Software requests must be submitted to the **IT Director** by the deadlines listed below prior to the desired semester to ensure enough time for evaluation, purchase/licensing, and installation.

Semester	Deadline
Fall	June 30
Spring	November 30
MiniMester	April 30

Software request form is located at [http://www.caspercollege.edu/doit/downloads/form\\_software\\_request\\_interactive.pdf](http://www.caspercollege.edu/doit/downloads/form_software_request_interactive.pdf)

2. A technical evaluation of the software will be performed by the software technician to verify requirements and specifications are valid for specified location. Upon evaluation completion, the originator will be notified.
3. For new software requests, your department chairperson or school dean should be consulted for funding for the purchase of the software. A software request form must be submitted prior to purchase of the software. Best pricing quotes can be sought through the IT Department at [helpdesk@caspercollege.edu](mailto:helpdesk@caspercollege.edu). The quote will be generated by the Software Technician and forwarded on to department or school for purchase. Software licensing and media will be housed in the IT Department for installation and auditing purposes.

**Document Flow:** Step One: Software Request Form is submitted by originator to IT Director for review.  
Step Two: SRF is forwarded to IT Help Desk for recording and assignment to Software Technician to verify software requirements and specifications are valid for specified location.  
Step Three: Once finalized, a copy of SRF is returned to originator for purchase.