

Staff Software Purchase/Installation Request Form

Please fill out form and send to: Technology (ISD Instructional Services Department)

Staff Member: _____

Building Assignment: _____ Room _____ Subject/Grade Level: _____

Title of Software: _____ Software Company: _____

Company/Vendor contact information:

Name: _____ Phone: _____ Website: _____

Number of licenses you wish to purchase: _____ Approx. cost: _____

Is this software available for Macintosh OS X (MAC OS 10)? Yes _____ No _____ Don't know _____

Briefly explain how you plan to use this software (use back if necessary):

Note: The PLSD Staff Member Software Policy involves a four-step procedure for purchasing software. The entire policy can be viewed on the Technology Department webpage. Go to the PLSD homepage (<http://www.pickerington.k12.oh.us/>), click on Departments, click on Technology, look under Forms.

(For use by the Technology Department)

Check when completed:

_____ Step 1) *In response to a request from a staff member to purchase or install software, the Technology Department will first consult with the building principal to see if he/she is in approval of the software being installed and used in his/her building.*

_____ Step 2) *If the building principal approves the use of the software, the Technology Department will attempt to obtain a trial copy of the software, if a copy is not already available, and then check to see that the software is compatible with the school's system.*

_____ Step 3) *If it is compatible, the Technology Department will consult the Curriculum Department to make sure the software is appropriate for the grade(s) and subject(s) where it will be used.*

_____ Step 4) *If the Curriculum Department approves the software and if the software installs and runs with no problems, the Technology Department will determine the real cost of the software. If the software is affordable, the Director of Instruction/Personnel or designee will make the final decision to purchase.*

Notes: