

Departmental Software Order Form

Departmental Software Sales Software Service Center

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PLEASE REMEMBER TO INCLUDE SIGNED LICENSE AGREEMENTS, IF NECESSARY

Dept Org # (only one): Dept Name: Date:										
Person Responsible for the License (Last Name, First Name):				Email: Mail Code:						
			Office Use Only							
Publisher (Vendor) License	Product	Operating System	# of Licenses	Cost Per License	Total License Cost	Entered in DSS (date & initial)			lled & initial)	
		· .	\							
Person Installing the Software (Last Name, First Name): PID of Person Installing the Software:										
erson instaining the Sortware (East Name, First Name).				rib or reisc	on mistaining the s	oortware.				
Media (not required) Media Product Operating # of System Discs Disc Cost Per Disc Cost (date & initial) Operating # of System Discs Disc Cost (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operating # of Cost Per Disc Cost Operation DISC Code Sent (date & initial) Operation DISC Cost Operation DISC Code Sent (date & initial) Operation DISC Cost Operation DISC Code Sent (date & initial) Operation DISC Cost Operation DISC Code Sent (date & initial) Operation DISC Cost Operation DISC C										
Media (CD/DVD)	Product	Operating System	# of Discs	Cost Per Disc	Total Disc Cost	(date & initial)	date & initial)	(date & initial)	Picked Up	
									S P	
									S P	
Office Use Only										
PO Scanned (date & initial): PO Reviewed (date & initial):										