

# TARC APPLICATION FOR NON-APPROVED SOFTWARE

**Before Applying:**

1. No Beta or Trial Software allowed!
2. **You must purchase a license for all computers per grade level, lab, or department if approved!** The only exception to this is for dedicated ESL and EC classrooms where the minimum purchase is a license for every computer per classroom.

<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Ext</b>
<b>Date:</b>	<b>School or Site:</b>		
<b>Software Title and Version Number</b>			
Who owns or will purchase the software			
Where will software be installed? (Please include <u>site/school</u> , <u>room numbers</u> and computer <u>Fixed Asset Numbers</u> .)			

**Please explain the business or instructional need for this software:**

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**Please explain your implementation goals for this software including dates:**

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**Please explain the costs associated with this software including staff development, equipment purchases and support needed:**

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**The following information for the software will assist us in processing your application:**

Website address	
Technical contact information	
Sales contact information	

Please attach the software and license (if already purchased) and the technical manual to this application and send to:

Kathy Vogel  
Technology Services  
Prescott St.

Please allow two weeks from receipt of this form for a decision regarding this request.