

Houston County Software Request Form

Use this form to request new or updated software for Houston County computers.

Please use one form per software title.

Software Title (including version): _____

Software Provider's Name: _____

Cost of software: _____ Number of copies: _____

Software Description (what does the software do?):

Justification (why is this software needed? If it is an upgrade, describe new features or bug fixes.) :

User(s): _____

User Information

Name: _____

Phone Number: _____

Email Address: _____

Department Head Approval: _____ Date: _____

IT Department Approval: _____ Date: _____

CAO Approval: _____ Date: _____

All software purchased by Houston County will be installed and returned to the Information Technology department.

To be signed by IT after software is installed and returned to the IT Department

Received by: _____ Date: _____