



NEW SOFTWARE or SOFTWARE UPGRADES

Information required for installation in ACS labs

- Quarter Needed
 - Name of Class
 - Name of Software
 - Version
 - Type of software ie. Download, freeware, shareware, CD, diskette
 - **Original** CD or diskette (no copies, unlabeled, or beta software accepted)
 - Information about Minimum Hardware Requirements
 - Desired software configuration for installation
 - Original Licensing Information & Paperwork
 - Copy of Purchase Order
 - Manuals and any installation Documentation
 - Instructor created test plan for testing new software
- or
- Copy of textbook used in class
 - Faculty Contact
 - Phone Number
 - Email:
 - Vendor Support Agreement Information
 - Phone Number
 - Email
 - Date Received by ACS