Faculty Software Request

Instructions: Print and write on this form or complete it with your word processor.

1. Name of software requested:

2. Rationale. Why is this software needed; how will it enhance your teaching or research? Start typing; use as many words as you need; the lines will wrap. >>>

3. Your name:
   Department:
   Office room number:
   Email address:
   FIT phone:
   Other phone (optional):

4. FIT computer type (mark one):
   ___ Mac desktop
   ___ Mac laptop/notebook
   ___ PC desktop
   ___ PC laptop/notebook

5. Comments, if any:

Forward this request to your chairperson

Recommended by Chairperson _________________________ Date: ______

Request approved by Dean __________________________ Date: ______

Dean, please forward as email or on paper to howard_dillon@fitnyc.edu

HD to Academic Technology Committee Date: ______
Approved by VPAA Date: ______
Forwarded to IT4FIT Date: ______

revised July 6, 2010  hd

Faculty Software Request template, Feb. 24, 2010 - HD