

Software License Acquisition Form

1. Organization Details

Department/Unit:	_____
Requestor's Name:	_____
Designation:	_____
Email Address:	_____
Date of Request:	_____

2. Software Information

Software Name:	_____
Version/Edition:	_____
Vendor/Publisher:	_____
Quantity of Licenses:	_____
License Type:	_____
Justification for Acquisition:	_____
Estimated Cost:	_____

3. Technical Compatibility

Operating System Compatibility:	_____
Hardware Requirements:	_____
Integration with Existing Systems:	_____

4. Approval

IT Department Review:	_____
Finance Approval:	_____
Authorized Signatory:	_____
Date of Approval:	_____

Important Notes:

- Ensure all information is accurate and complete before submission.
- Attach vendor quotations and relevant documentation where required.
- Acquisition of unlicensed, trial, or pirated software is strictly prohibited.
- All software must comply with organizational IT policies and standards.
- Keep a record of license keys and documentation for future compliance audits.

