

# Software License Acquisition Form

## 1. Organization Details

Department/Unit:	<hr/>
Requestor's Name:	<hr/>
Designation:	<hr/>
Email Address:	<hr/>
Date of Request:	<hr/>

## 2. Software Information

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

## 3. Technical Compatibility

Operating System Compatibility:	<hr/>
Hardware Requirements:	<hr/>
Integration with Existing Systems:	<hr/>

## 4. Approval

IT Department Review:	<hr/>
Finance Approval:	<hr/>
Authorized Signatory:	<hr/>
Date of Approval:	<hr/>

### 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.

