

## ITS Service Request/Application Form

**Managed Desktop Software Installation Request - Staff**

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (Work): \_\_\_\_\_ University username: \_\_\_\_\_

**Name of software:** \_\_\_\_\_

(Full name and version number)

**This software works with:** Windows XP       Mac OS X 10.3+**Is this to upgrade existing software? Yes/No**

(Circle one)

**Where the software will run from:** Local Hard Disk       Servers

(If not specified, software will be installed to run from the local hard disk)

**Who is supplying the installation media?** Department       ITS**Included with Software?** Manuals  
 Installation instructions**Serial:** \_\_\_\_\_

(If required)

**How is the installation media being supplied?** CD/DVD       Network/Internet**Network Location?**

Server/URL: \_\_\_\_\_

(If a username and password are required to access the install media, we will contact you)

By signing this form, I am agreeing to the terms and conditions of the software licence and that I have obtained all necessary permissions in respect to the use of this software.

**Authorisation:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to the ITS HelpDesk****(Fax: +64 3 479-8577)****ITS Only:**

Installed by: \_\_\_\_\_ Date installed: \_\_\_\_\_

Date Ported to Production: \_\_\_\_\_ HelpDesk Call: \_\_\_\_\_