

Academic Software Requests

All software that is required for use within an accredited FGCU course must be reviewed for standards compliance and technical compatibility with existing systems

PRIOR TO PURCHASE!

The Department of Academic & Event Technology Services (AETS) is charged with the continuous license management, installation and maintenance of specific software that is installed in every FGCU classroom, lab and multipurpose venue for the purpose of course delivery (see... [Available course software](#).)

This [Project & Software Request Form](#) must be submitted in order to validate your request for the purchase of new software, upgrades to existing software or additional software licenses.

(Note: use your FGCU log-in credentials if prompted.)

Once AETS receives your completed form we will...

1. Contact you to collect additional information as may be required.
2. Review specifications to ensure that software is compatible with existing FGCU systems.
3. Review specifications to determine if other resources may be required (hardware, monitoring, administration, etc.)
4. Verify that your request is not duplicated with comparable existing licenses already available and in-house.
5. Submit any contracts or agreements associated with your request to FGCU's General Counsel for review.

IF YOUR REQUEST IS APPROVED... We will submit our validation to the Office of Procurement Services and the process to purchase your software will proceed.

IF YOUR REQUEST IS NOT APPROVED... We will contact you with a status report. Procurement Services will not process your requisition for purchase.

Please, fill out the form completely. Also, attach documents, quotes, contracts or website links that may be relevant to your request in the space provided at the bottom of the form.

Questions? Please call **x-7100**.