

GANPAT UNIVERSITY
IT DEPARTMENT

SOFTWARE ASSET PURCHASE REQUISITION FORM

Kindly Note:

1. Fill up separate form for each software to be requested for purchase.
 2. Kindly enclose copy/copies of syllabus of concern subject/subjects , if applicable.
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Date : _____

REQUISITOR'S DETAILS

- 1) Name of Institute : _____
- 2) Name of Department : _____
- 3) Name of Person _____
- 4) Designation of Person _____
- 5) Email and Contact _____
- Detail of the person _____

SOFTWARE DETAILS

- 6) Complete Name of Software with version:

- 7) Date by which software is required:

- 8) Number of licenses required:

- 9) Type of license(Please tick appropriate option):
Academic License Professional License Others
- 10) Estimated Cost / License(In Rs/Dollar):

- 11) Type of Use(Please tick appropriate option) :
Teaching Non-Teaching Both

If Teaching, Specify name of subject(Please attach copy of syllabus of the subject)

12) Any discount / special package for academic / university(Please tick appropriate option):

Yes No

If Yes, Specify Details:

13) Name of competitive Software if available (specify demerits if known)

14) If already had license or license is expired or license is about to expire then give details

Purchase Date : _____

Name of Vendor : _____

License Period : _____

Number of licenses : _____

Cost/License : _____

Head of Institution / Department

Name : _____

Sign : _____

Seal of the Institute

For the Use of IT Department

1) Form Received Date..... Sign of the Receiver.....

2) PO Execution Date..... Sign of the Officer(IT).....