

# Computer Software Order Justification Form

Tri-County Community College  
21 Campus Circle  
Murphy NC 28906

Requisitioning Department \_\_\_\_\_

Name of Software (include  
version #) \_\_\_\_\_

Quantity of Licenses Requested \_\_\_\_\_

Will Media (Disc) also be  
ordered?

Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Request \_\_\_\_\_

Signature of Department Head \_\_\_\_\_

Explain the need for this purchase of this software.

What, if any, existing software will be replaced or rendered obsolete by the purchase of this item?

Will the purchase of this equipment result in additional expenses for annual licenses or other requirements? Please explain.