

## Software Requisition Form

Name of Requester :		
Department :		
Date :		
Software Requested :		
<b>S.No.</b>	<b>Answer the following Questions</b>	<b>Remarks</b>
1	Does earlier version / similar function software exist already:	
2	Does the team have few licenses and more of the same are required? (if requester not familiar, please check with approver for this data)	
3	Is this requirement for a specific current project, or for routine work, on an ongoing basis ?	
4	If for specific current requirement, till when is it likely to be needed ?	
5	If the software was not available what are the consequences: (a) Work will not happen at all (b) Work quality will be impacted <pls.explain> © Work productivity will be impacted <pls.explain>	
6	Can you quantify the value of benefit that will be gained by use of this license, in terms of man days or any other parameter (so we can decide whether the cost of a new software purchase can be justified or not) ?	

<u>Requester Signature</u> :	
<u>Comments, if any</u> :	
<u>Approved / Not approved</u> :	