Additional Software Installation Request Form NBC-IT-25

Version Date 4/28/10(Previous Versions Obsolete)

USER REQUIRED FIELDS:

1. FOR: Individual Name _____ _____ _____
(Last Name) (First) (M.I.)

2. Employment: Check one only: ☐ Federal Employee ☐ Contractor

3. Telephone: (___) _____ 4. Building/Room:_____

5. ☐ Newly Licensed Software ☐ Existing Licensed Software

6. Product: _____

7. Function: _____

8. Purpose: _____

Employee's Statement:

I am aware that the authorization for the additional software installation listed above will be completed and coordinated with the Desktop and Peripherals Support Branch, Customer Support Services Division (CSSD).

_____ _____ _____
(User Name -- Print or Type Name) (Signature) (Date)

Supervisor's or Other Responsible Official's Statement:

I acknowledge that the above individual is to have the requested licensed software installed on their existing workstation following the receipt of this Additional Software Installation Request Form.

_____ _____ _____
(Authorized Official -- Print or Type Name) (Signature) (Date)

Authorized Approving IT Official:

Approval is granted for the above Additional Software installation request.

_____ _____ _____
(CSSD Official -- Print or Type Name) (Signature) (Date)

11. Submit to NBC Customer Support Center, NBCDEN_ITSC@nbc.gov , 1-888-FOR-1NBC (1-888-367-1622) (Fax: 303-969-5463, Mail Code D-2605)

ITD Desktop and Peripherals Support Administrators Use Only:

Software Installation Completed by: _____ _____
(Date)

HEAT ticket #: _____ Notes: _____

When completed, handle as:

CONTROLLED UNCLASSIFIED INFORMATION WITH SPECIFIED DISSEMINATION