

Software Upgrade Request

Eligibility:

All full-time, adjunct, and part-time faculty who have taught for a minimum of two years at Otis are eligible for software upgrade grants, which will be administered as reimbursements. Please note that the grants support software *upgrades* only. Applications will be accepted on a rolling basis until March 1, 2012. The Provost's Office reserves the right to approve, deny, and/or cap awards.

Name _____

Department _____

Course title _____

CRN number _____

Semester for which the software upgrade is requested _____

Instructional purpose of the software

Software upgrade sought

Price, as indicated on the Otis computing purchases website

<http://www.cdwg.com/otis>. _____

I have forwarded an e-mail from my Chair to provost@otis.edu indicating his or her approval of my software Upgrade.

After a proposal has been approved, the faculty member may purchase the software upgrade. He or she will then submit receipts and a completed disbursement request form, available at https://intranet.otis.edu/Forms/Disbursement_Request.pdf, to the Provost's Office for processing.