**Software Upgrade Form**

This form is to be used when an internal client seeks an upgrade to our core software applications. After completing the form, it must go to section heads for approval before action can be initiated.

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| **Requester** | **Details (scope of workstations)** |
|       |       |
| **Software upgrade** | **Description** |
|       |       |
|       |       |
| **Workstation requirements** | **Description** |
| **Computer and processor:** |       |
| **Memory:** |       |
| **Hard disk:** |       |
| **Display**: |       |
| **Graphics**: |       |
| **Operating system**: |       |
| **macOS**: |       |
| **Browser:** |       |
| **NET version:** |       |
| **Other requirements**: |       |