



# Software Pickup Permission Form

I, \_\_\_\_\_ authorize \_\_\_\_\_  
*Employee Name* *Responsible Party*  
*Student Worker/GA*

to pick up software media for \_\_\_\_\_ on my behalf.

Requester's NetID \_\_\_\_\_ Ticket #: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please come to 108 Allen Hall to pick up the software media. Please have your ticket number and a Photo ID card with you for the person picking up software for verification purposes.

**Faculty & Staff:** If you plan to send someone else to pick up the software for you, please fill out this form and send it with the person that you are sending.

**Please Note:** The ITS Service Desk has a limited number of software media available for distribution. To assist in serving clients in a timely fashion, please return the software on the next business day from checkout.