

PINELLAS COUNTY SCHOOLS

# Software Tracking Form

Cost Center No: \_\_\_\_\_

Purchase Order No: \_\_\_\_\_

Software Title: \_\_\_\_\_

**Software Tag Goes Here**

**THIS FORM IS PART OF YOUR FIXED ASSET INVENTORY** AND MUST HAVE A COPY OF THE ORIGINAL PURCHASE ORDER ATTACHED AND MADE AVAILABLE FOR REVIEW.

Physical Location of (uninstalled) software packaging, manuals, installation disks/cd, (license agreement):

Bldg. & Room: \_\_\_\_\_ Department: \_\_\_\_\_

**Please keep this list updated** with the server or computer(s) upon which this software has been installed.

<u>Computer/Server Property Tag Number</u>	<u>Computer/Server Serial Number</u>	<u>Date Installed and Initials</u>	<u>Date Removed and Initials</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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