

**Arkansas State University**  
**Annual Software Needs & Use Inventory**  
**2012**

**Download:**

Download the Inventory Form from:

<http://www.astate.edu/a/finance-admin/its/forms/SoftwareNeedsUseInv.xlsx>

**Instructions:**

The categories of software are roughly broken down by software type. Existing/known software titles are listed under Column B – “Title.” Select the title of the software and enter the publisher/manufacturer if it is not entered already in Column C – “Publisher.”

In Column D – “Version,” enter the version number of the software application. Enter the platform that it runs on in Column E – “Platform.” Many applications only run on one platform, but please enter the platform that you are licensed for anyway.

In Columns F – “Licenses in Use” and G - “Licenses Owned,” enter the number of license seats currently being used and total quantity of licenses owned, respectively.

In Column H - “Estimated License Cost,” enter the approximate purchase price of the software licenses referenced in Columns F & G. If the software was provided to you as a part of an existing campus-wide license, please leave this blank.

In Column I – “Estimated Annual Cost,” enter annual software license costs that are paid for this license.

Column J – “Licenses Not Owned but Needed” is calculated for you. No entry is necessary.

Enter additional (or subtract) license seats that you know will be needed because of program or technical changes within the next twelve months in Column K. Only use this column if the number is different than Column J. For example, if you know that one of your areas will need 5 copies of Adobe Creative Suite next year but you have not listed any that are currently owned, enter “5” in Column K.

If your unit already has purchasing plans that are backed up by a quote from a vendor for the quantity identified in Column K, enter “Yes” in Column L. Otherwise, enter “No.” If you already have identified your funding source, enter “Yes” in column M.

Use Column N – “Notes” to enter any additional information which would be helpful for planning and purchasing the needed software.

At the bottom of each category, use the "Other" subcategory to enter any software titles that are in your respective area but not listed on the University Software Needs and Use Inventory. Add as many lines as you need to each section.

Please email a completed worksheet to [InfoTech@astate.edu](mailto:InfoTech@astate.edu) no later than Friday, April 13, 2012.

Please do not hesitate contacting our office if we can be of any assistance to you in this matter.

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