PINELLAS COUNTY SCHOOLS

Software Tracking Form

Cost Center No: _____

Software Tag Goes Here

Purchase Order No: _____

Software Title: _____

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.

Computer/Server Property Tag Number	**Computer/Server Serial Number**	**Date Installed and Initials**	**Date Removed and Initials**