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**Managed Laptop Software Installation**

**Departmental Approval Text**

To Information Services,

I am the appropriate Departmental Approver for [ENTER STAFF MEMBER’S NAME].

I confirm that I believe the following software is required to meet the needs of [ENTER STAFF MEMBER’S NAME] for University business purposes.

I understand that this request does not mean the software has been approved for installation however please proceed with the next stage of reviewing this request.

Kind regards,

[APPROVERS NAME]

[APPROVERS CONTACT DETAILS]