QCC EXECUTIVE DESKTOP LICENSE REQUEST

Using Adobe Reader, fill out the form completely. Save. Print. Only the District's Authorized Signer may sign the form.
Scan the completed form and submit on the ServiceNow Portal - https://sccoe.service-now.com/sp

ACTION DESIRED: ☐ **NEW License** ☐ **DISABLE License**

☐ **TRANSFER License from (current licensee name)** _____ **to: (user info below)**

LAST NAME	FIRST NAME	EMAIL	EMPLOYEE ID

POSITION TITLE	PHONE	MANAGER NAME	MGR PHONE

COUNTY	DISTRICT	DEPARTMENT
Santa Clara	SELECT DISTRICT	

Executive Desktop Specs:

- *Microsoft Windows Virtual Machine on VMWare Platform*
- *Non-Persistent pool and random virtual machine assignment*
- *2 GB Memory*
- *35 GB C:\ or Operating System Drive*
- *5 GB H:\ or Home Directory*
- *Microsoft Office Suite*
- *Latest QSS/QCC*

Cost: $650/year – upon the submission of this request form and each subsequent fiscal year.
License is transferrable to another user within the same district upon receipt of signed request.

By signing this request form, you are authorizing TDSD to bill you upon the completion of this request and each subsequent fiscal year unless a properly signed QCC Executive Desktop License Request form is submitted disabling this license.

DISTRICT AUTHORIZED SIGNATURE

Date	Authorized District Signer Name *(print)*	Signature	Phone

TSB: Rec'd _____ ServReq # _____ Completed _____

Invoiced_____ Invoice # _____ NOTES: _____