



Requestor
(or) School

Submit completed *MOI/Test-Bed Request for Review & Evaluation Form* and software to Bonnie Thompson at Review & Evaluation, Crofton Library Media Services

Software is reviewed by County Level MOI Committee
(Min. 3 individuals and Coordinator)

Not Recommended

MOI
Recommended

Software and *Request for Review & Evaluation Form* is forwarded to the Test Bed

Not Recommended

Test-Bed
Recommended

Approved Software

Completed package is returned to requestor

Package Includes: Software, *Review & Evaluation Request Form*, *MOI Material Detail Information*, *Software Test Bed Evaluation Report* and a blank **** Software Installation Request form**.

****Complete Request to Install Software form before submitting package to Support Technician**