

## Microsoft Software Staff/Faculty Purchase

Information Technology will be taking orders through November 13, 2009 for the Microsoft Office Suite 2007 for the PC and the 2008 MAC version. We need to have a minimum of 25 orders in order to place our order with Microsoft. The cost is \$15 each.

### Licensing Rules:

1. Only one copy of each may be ordered per employee
2. You may not copy, reproduce or share the programs. Infringement or abuse may jeopardize the license agreement that St. Ambrose University has with Microsoft. Your CD may only be installed on one computer.
3. This purchase of software is considered personal property and the owner assumes all responsibility. These products will not be supported or installed by the St. Ambrose University Information Technology Department.
4. Checks for the correct amount should be made out to St. Ambrose University. The IT Department does not keep cash on-hand to make change.

I have read and understand the above agreement.

Name: \_\_\_\_\_

On-Campus Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Check#: \_\_\_\_\_

PC Version: \_\_\_\_\_  
Microsoft Office 2007

MAC Version: \_\_\_\_\_  
Microsoft Office 2008

Total Cost: \_\_\_\_\_

Thank you!  
Information Technology Service Team