

Microsoft
Campus
Agreement

Work-at-Home Software Request Form

Employee Name: _____

Microsoft Campus Agreement 3.4 Work-at-Home Acceptance Form

This acceptance form is valid for the Microsoft software products checked below, which shall be referred to collectively herein as the "Software". Software is made available to you because Zane State College has purchased license coverage for the Software through its Microsoft Campus Subscription Enrollment effective July 1, 2007. Zane State College has obtained the right for you to use the Software for **work-related** purposes at home under its Microsoft Campus Subscription Enrollment. **You are not licensed to use the Software at home for personal purposes.** You do not own the license or the CDs, rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the licensing agreement or until the Software reaches its end of life as determined by the Microsoft Corporation. You will be required to remove the Software from your home machine immediately upon expiration of the licensed period or earlier if your employment by Zane State College ends. Other personnel that are not under contract with Zane State College such as maintenance, groundskeepers, and cafeteria workers are ineligible for the Work-at-Home software program.

Please initial each statement:

- _____ I will read and abide by the license agreement(s) associated with this Software.
- _____ I understand that no technical support is provided by Microsoft in association with my Work-at-Home use.
- _____ I understand the minimum specifications to run the Software are listed at <http://www.microsoft.com/products>.
- _____ I will remove the Software from my home machine immediately upon the earlier of (a) expiration of the licensed period specified above or (b) the end of my employment by Zane State College.
- _____ I understand that I am not licensed to use the Software for personal purposes.

Signature: _____

Printed name: _____

Date: ___/___/_____

Note: This Microsoft Campus Agreement applies only to employees of Zane State College. Should you leave the employment of the College, all software must be returned. By signing this document, you agree to return all software should you cease employment.

Microsoft authorized each employee to receive one (1) copy of each of the software items listed above. **Please request only the software that you need now.** Subsequent requests will be honored for those packages you choose not to request at this time.

Work-at-Home rights have been obtained by Zane State College for the following product(s) (referred to collectively herein as the "Software"):

Software requested to be provided on CD-ROM or DVD (check items requested):

| Software | Requested (√) |
|--|----------------------|
| Microsoft Office Enterprise 2007 Edition Includes: Access, Excel, Groove, InfoPath, OneNote, Outlook, PowerPoint, Publisher, & Word (DVD) | \$5.00 _____ |
| Microsoft Office Mac Professional 2008 SP1 (DVD) | \$7.80 _____ |
| Microsoft Office SharePoint Designer 2007 (CD-ROM) | \$5.30 _____ |
| Microsoft Project Professional 2007 (CD-ROM) | \$5.30 _____ |
| Microsoft Windows Vista Business 32bit (DVD) | \$5.00 _____ |
| Microsoft Windows 7 Professional (DVD) | \$5.15 _____ |
| Microsoft Visual Studio Professional 2005 (CD-ROM) | \$23.00 _____ |
| | Total: _____ |

Date: ___/___/___ **Transfer from Account #** _____ **\$** _____

Supervisor Signature: _____

Received: Date: ___/___/___ Employee Signature: _____

Returned: Date: ___/___/___ Employee Signature: _____