

ITS Service Request/Application Form

Staff MCA Office Work At Home Request Form

Department:..... Department Contact Name:

Email Address:.....@otago.ac.nz Phone:

Internal Order Number:

Licence Requested (Including Version if known)	Cost	General or Project	Account Code	Dissection	Sub Dis
Office 2016 for Windows	\$6.00			3316	00
Office Pro 2013 for Windows	\$6.00			3316	00
Office 2016 for Mac	\$6.00			3316	00
Office 2011 for Mac	\$6.00			3316	00

This acceptance form is valid for the Microsoft Office products checked below, which shall be referred to collectively herein as the "Software". Software is made available to you because your department is included in the Microsoft Campus Agreement. The University of Otago is extending to you, the right to use the Software for **University-Related** purposes at home.

You are not licensed to use the software at home for personal purposes. You do not own the licence. You will be required to remove the software from your home machine immediately upon any event, which causes you to no longer be a faculty or staff member or employee of the department for any reason.

Name:..... Staff ID:.....

User Name:..... Phone:.....

Email:@otago.ac.nz

Terms & Conditions:

- I have read and will abide by the licence agreement associated this.
- I understand that no technical support is provided by the University of Otago in association with my work-at-home use.
- I will be required to remove the software from my home machine immediately in any event which causes me no longer to be a faculty or staff member or employee of the institution for any reason.
- I understand that I am not licensed to use the Software for personal purposes.

I have read the above and agree to abide by the terms & conditions of this licence

Staff Signature:..... Date:.....

On completion of this form please return by

Post: Procurement and Licensing Office
 ITS, University of Otago
 P O Box 56, Dunedin 9054
 Scan/Email: its.software@otago.ac.nz
 Fax: (03) 479 8577

ITS USE ONLY:

Licence Reference:

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