

University of Hawai'i Information Technology Services Site License Customer Information

University of Hawai'i Information Technology Services (ITS) has established this form to obtain basic required information on each department or person that acquires licenses and/or software through ITS Site Licensing program.

All site licenses will be assessed a charge on an annual basis for the period: July 1 through June 30 of the following year, during the first quarter of each fiscal year. Microsoft products are perpetual, one

time fees that have no annual renewal fees (only Software Assurance licenses and subscriptions are renewable at the start of UH's Microsoft contract).

Exception to the above valid period will be made for Federal Fund Accounts Only. The billing period will be dependent on the authorized effective dates assigned to each account. Due to the federal law restrictions, federal fund accounts will be assessed their charges on a semi-annual basis after services have been received.

Date: _____ Campus: _____

Department Name: _____

Contact Name: _____ Telephone: _____

Contact Address: _____ Fax Number: _____

City, State, Zip: _____ Primary email address: _____

Check one: Faculty Staff Student UH username (required): _____

Persons authorized to request for software in addition to the contact above: 1. _____ 2. _____

ITS USE ONLY	
Date Received: _____	Requisition/PO# _____
Date Sent to Admin: _____	Check # _____ <small>(if paid with check)</small>
Billed or Invoiced: _____	Total Amount \$ _____
	One time charge <input type="checkbox"/> Recurring charge <input type="checkbox"/>
Circle appropriate codes:	
ENDNOTE	ESRI MATHM MATL MICRO MINI NVIVO
OTTER.AI	SAS SPSS

EndNote Site License Order Form

Product Name	Quantity	Cost per license	Extended Total
EndNote for Windows Annual License Faculty, Staff or Student Use		\$95.00	\$
EndNote for Mac Annual License Faculty, Staff or Student Use		\$95.00	\$
TOTAL AMOUNT:			\$

University of Hawaii Agreement Form Use of EndNote Software for Windows and Macintosh

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Authorized User's Signature

Date

Check one:

FACULTY

STAFF

STUDENT

Authorized User's Name (type or print)