

# 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.

**fiscal year. Only Microsoft products are perpetual, one time fees that has no annual renewal fees.**

Exception to the above 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.

**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**

Date: \_\_\_\_\_ Campus: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Primary email address: \_\_\_\_\_

Check one:            Faculty            Staff            UH username (required): \_\_\_\_\_

Persons authorized to pick up software in addition to the contact above:            1. \_\_\_\_\_            2. \_\_\_\_\_

<b>ITS USE ONLY</b>	
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:	
AUTO    ESRI    ENDNOTE    FLUKE    MATL    MICRO    SASM    SASU    SPSSM    SPLUS	
NVIVO    THAWTE    UHTEI    MULTI    SOPHOS    ZONE	