

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 pick up 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:							
AUTO	ENDNOTE	ESRI	JMP	MATHM	MATL	MICRO	MINI
NVIVO	SAS	SPSS	SURV	THAWTE			

NVivo Site License Order Form

Product Name	Quantity	Cost per license	Extended Total
NVivo for Windows Annual License Faculty, Staff or Student Use	1	\$200.00	\$

University of Hawaii Agreement Form Use of NVivo Software for Windows

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This site license is in effect for a maximum period of one (1) year ending June 30 of the current UH fiscal year. Licenses can be renewed annually thereafter. Certain exceptions may apply for departments that fall under different terms. Unless otherwise specified, (1) license is valid for only (1) computer.

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Authorized User's Signature	Date
Authorized User's Name (type or print)	Circle one: FACULTY STAFF STUDENT