

# 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                      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      ENDNOTE      ESRI      JMP      MATHM      MATL      MICRO      MINI	
NVIVO      SAS      SPSS      SURV      THAWTE	