

# 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:	
ENDNOTE      ESRI      JMP      MATHM      MATL      MICRO      MINI	
NVIVO      SAS      SPSS	

## ESRI ArcGIS Order Form

Product Name	Quantity	Cost per license	Extended Total
<b>ESRI ACADEMIC License (Faculty/Staff)</b>		<b>\$100.00</b>	\$
<b>ESRI ACADEMIC License (Computer Labs)</b> ONLY for computer labs purchasing (5) or more licenses		<b>\$75.00</b>	\$
<b>ESRI ADMINISTRATIVE License (Faculty/Staff)</b>		<b>\$250.00</b>	\$
<b>TOTAL AMOUNT:</b>			<b>\$</b>

### University of Hawaii Agreement Form for Use of ESRI Software

The University of Hawai'i (UH) Information Technology Services (ITS) ("Licensee") has negotiated a site license contract with ESRI, Inc. ("Licensor") for the UH System. By purchasing this license through ITS, you agree to be bound by the terms of this agreement form, as well as the Licensor's end user license agreement ("Agreement"). If you do not agree to the terms of either Agreements, you must not install any ESRI software obtained from the ITS Site License Office. Licensor may discontinue the license if the UH fails to comply with any of the terms and conditions of their Agreement.

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.

The AUTHORIZED USER ("USER") acknowledges that these products are copyrighted and that the Licensor retains all title and ownership rights to the products. The software may only be used only by designated, active USERS of UH and agrees they will **NOT COPY** nor permit others to copy any products under this Agreement, in whole or in part. Active UH faculty, staff include any faculty/staff currently employed or has direct affiliation with UH. Upon termination of employment or if advised by ITS that the contract with the Licensor has been terminated, all copies of the site licensed software obtained through the ITS site license office must be uninstalled. USER agrees to return to ITS all loan software in the USER's possession.

USER agrees to use the software under this agreement only on a computer which is 1) owned or leased by the UH or 2) owned by the USER. USERS of the site licensed software on UH owned or personally owned workstations do so at their own risk. UH will not accept any responsibility or liability for any consequential damage or lost data resulting from the use of this software.

USER further agrees that the products must remain under their control, and that resale is explicitly prohibited. The license(s) may be transferred only with approval from the ITS Site License Administrator. USER agrees to use the products only for the University of Hawaii's educational and research use, and is NOT for commercial, time-sharing, rental, service bureau or any other outside use. USER agrees not to create, or attempt to create, or permit or help others to create, the source code from products furnished under this agreement. USER agrees that he/she will not reverse engineer or decompile the products.

**I agree to be bound by ESRI's Agreement and the terms and conditions provided above for the duration of each valid license period. I further agree to submit the renewal payment for each proceeding fiscal year to ITS in order to continue use of the site licensed software. If this license is cancelled and renewal payment is not submitted to ITS, I agree to remove all software installed under this site license program.**

\_\_\_\_\_  
 Authorized User's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized User's Name (type or print)

Please check one:                      **FACULTY**                      **STAFF**