

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. _____

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 JMP MATHM MATL MICRO MINI	
NVIVO SAS SPSS	