

# 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 (with the exception of Minitab, which follows the calendar 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. \_\_\_\_\_

|                           |  |
|---------------------------|--|
| <b>ITS USE ONLY</b>       |  |
| Date Received: _____      | Requisition/PO# _____  |
| Date Sent to Admin: _____ | Check # _____<br><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   |

## Minitab Site License Order Form

| Product Name   | Quantity | Cost per license | Extended Total |
|--|----------|------------------|----------------|
| <b>Minitab Named User License</b>  |          | <b>\$45.00</b>   | \$             |
| <b>Minitab Named User License - Student Use</b><br>(Only for students enrolled in a UH course) |          | <b>\$30.00</b>   | \$             |
| <b>TOTAL AMOUNT:</b>   |          |                  | <b>\$</b>      |

### University of Hawaii Agreement Form Use of Minitab Named User License

The University of Hawai'i (UH) Information Technology Services (ITS) ("Licensee") has established a site license for the Minitab software from Minitab, Inc.. ("Licensor"). By purchasing this site 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 Agreement, you must not install any software obtained under this site license program. 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 December 31<sup>st</sup> of the current calendar 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) named user (faculty/staff/student).

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USERS of the site licensed software on UH or personally owned computers 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 / web application.

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 the Licensor'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(s) for the following contract year(s) to ITS in order to continue use of the site licensed software / web application. If this license is cancelled and renewal payment is not submitted to ITS, I agree to remove all software installed and delete any installation software retrieved under this site license program.**

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

\_\_\_\_\_  
Date

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

Check one:    **FACULTY**            **STAFF**            **STUDENT**