

# 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 # \_\_\_\_\_  
(if paid with check)

Billed or Invoiced: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

One time charge  Recurring charge

Circle appropriate codes:

ENDNOTE      ESRI      JMP      MATHM      MATL      MICRO      MINI  
NVIVO      SAS      SPSS

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

The University of Hawai'i (UH) Information Technology Services (ITS) ("Licensee") has negotiated a site license contract with SAS Institute, 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 SAS 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 a primary computer and can be installed on a secondary computer, as long as the program is used by the same user and only (1) computer is used at any given time. The Software may NOT be used outside the USA for a period of 90 days or more.

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 and students include any student taking a UH credit course and 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 owned or leased by the UH on campus or on a computer owned by the USER (home use by USER is permitted only if the Home-Use Agreement Form is submitted with payment). USERS of the site licensed software on UH owned 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.

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 also understands the usage rights of the license being purchased: "SAS Academic" Licenses are for UH related classroom, coursework and research use only and the "SAS Administrative" licenses are for UH non-classroom and non-research use. The software is NOT for commercial, time-sharing, rental, service bureau or any other outside use. The Software is copyrighted and contains trade secrets of the Institute. Title to the Software remains with the Institute at all times. In order to protect the Institute's trade secrets in the Software, users may not access the Software source code by reverse engineering, decompiling or any other means.

**I agree to be bound by the SAS 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)

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

## SAS Site License Order Form

Product Name	Quantity	Cost per license	Extended Total
<b>SAS for Windows Academic Annual License</b> Faculty, Staff or Student Use		<b>\$95.00</b>	\$
<b>SAS for Windows Computer Lab Annual License</b> ONLY for computer labs purchasing (5) or more licenses		<b>\$85.00</b>	\$
<b>SAS for Windows Administrative Annual License</b> Faculty or Staff Use		<b>\$170.00</b>	\$
<b>TOTAL AMOUNT:</b>			<b>\$</b>

### Location(s) of SAS to be installed:

**Computer Make & Model:**

Example: Dell / Dimension 5150

**Location:**

(Address and/or UH Building Name & Room)
