

NGCSU Staff/Faculty Work at Home Rights

This acceptance form is valid for the Microsoft products listed below, referred to collectively here as the "Software". Software is made available to you because North Georgia College and State University (NGCSU) participates in the Microsoft Campus Agreement (MCA). NGCSU is extending to you the right to use the Software for work-related purposes at home. You are not licensed to use the Software at home for personal purposes. You do not own the license or the media; rather you are authorized to use the Software pursuant to the terms and conditions of the license(s) granted to NGCSU for the term of NGCSU's participation in MCA. You will be required to remove the Software from your home machine immediately upon the earlier of (a) any event which causes you to no longer to be a faculty or staff member or employee of NGCSU for any reason or (b) expiration and non-renewal of the MCA subscription term.

Work At Home Use Rights have been granted to you by NGCSU for the products below. Please place a check next to the software you would like to install at home. Payment will be made through funds transfer, see form below.

<input type="checkbox"/> Windows Pro 7.0 32-Bit DVD (Operating System)	\$6.18 (on hand quantities limited)
<input type="checkbox"/> Office Enterprise 2007, DVD (Word, PPT, Excel)	\$6.43 (on hand quantities limited)
<input type="checkbox"/> Office 2008 Mac (Word, PPT, Excel)	\$5.17 (4 left)
<input type="checkbox"/> WIN XP Pro SP2 (Operating System)	\$2.00 (1 left)
<input type="checkbox"/> WIN VISTA ULTIMATE 32-Bit (Operating System)	\$10.9 (2 left)

Please initial statements 1 through 4 and circle appropriate response to last statement:

- I have read my Work at Home Rights above and agree to abide by them.
- I will read and will abide by the Microsoft License Agreement associated with this Software.
- I understand the minimum specifications to run the Software.
- I understand that no technical support is provided by NGCSU or IIT dept. in association with my work-at-home installation and use.

I HAVE / HAVE NOT requested MCA Work at Home software in the past.

To be completed by requester: *(Please print clearly)*

Serial number of computer where software will be installed: _____

Name: _____ Department: _____

Signature: _____ Date: _____

NOTE: Prices are subject to change without notice. Please call for the latest prices.

To be completed by requester's department

**North Georgia College & State University
Department of Information & Instructional Technology
Departmental Billing Invoice**

Please be sure to verify the employment status of the employee requesting this software and place a check below.

To transfer funds, please enter your account number below and sign. You should make a copy for your records. Return original to IIT for processing.

Total charge to be transferred: \$ _____ Transfer funds from Account # _____

I verify that this employee is included in the FTE count as a full-time professional staff/faculty member.

Approved: _____
Signature

To be completed by IIT Department:

Transfer funds to Account # _____

Instructions:

Print the form above.

Requester should:

Check software they want

Initial statements 1-4

Circle appropriate response to last state regarding past usage of the MCA Work at Home software

Provide serial number of computer, name, signature and date.

Department should:

Verify that the employee is included in yearly FTE count as a full-time professional staff/faculty member.

Complete total charge to be transferred

Provide account number and approving signature.

Either requester or department should make a copy of paperwork for their files.

Requester should forward form to IIT, ATTN: MCA Work at Home Rights Coordinator

Requester will be contacted when media is ready for pickup