

# Microsoft Software Order Form

This form is to be used to request software licenses for Microsoft products covered under the Microsoft Campus Agreement subscription and the Microsoft Academic Select program. **Only current UMKC faculty and staff are eligible to order software under these agreements. Software obtained through either licensing program can only be used on university-owned computers.** Payment for software must be made via MoCode. *The UMKC Call Center cannot accept cash or checks as payment.* Information on the options for faculty and staff members to purchase Microsoft software for use on their personally owned systems at special academic prices can be found on the Information Services [software web site](#).

## Microsoft Campus Agreement Subscription

The Campus Agreement provides Microsoft Windows and Office software to the campus on a lease basis at no cost to the individual user. Upgrade and downgrade rights are included in the agreement. However, a computer must meet [minimum requirements](#) before a software package or operating system can be installed. If you are interested in having Campus Agreement software installed, please contact the Call Center at 816-235-2000 or your IT support department. Office can be installed remotely.

## Microsoft Academic Select Program

Under the Select program, individual software applications are provided at a discount to the campus. The listed software price is for a **license only. Each computer on which the software is to be installed requires the purchase of a separate license.** Most of the applications can be delivered over the network to your computer as soon as a license has been purchased. This is the preferred deployment method. In the rare case where physical installation media is required, your IT support personnel must request the required disks. There is a duplication fee of \$5.00 per disk.

Software support for these titles may be available from Information Services or your [IT liaison](#), but this is not guaranteed. To view a list of the software currently supported by Information Services, please check the [Software Resources site](#).

## Acceptable Use Policies

Use and licensing of software products is governed by the [UM Acceptable Use Policy](#).

The University of Missouri System has entered into a Campus Agreement with the Microsoft Corporation effective October 1, 2008, through September 30, 2011. This software is made available to you because the University of Missouri - Kansas City has purchased the Microsoft Campus Agreement effective through the same dates. A Volume License Product Key has been generated for authorized IT personnel at UMKC who need to load Microsoft Product Activation enabled software on institution-owned or leased machines for institution-related work. The Volume License Product Key is intended for the sole use of the user who is granted this special key. Holders of these key codes are required to keep their Volume License Product Keys secure and only distribute them to IT employees authorized to install and distribute the software on the designated machines. All key holders will be held responsible for unauthorized use of unique Volume License Product Keys.



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## Notices

For Microsoft Select titles, **a separate license must be purchased for each computer on which the software is installed.** Please order only the needed software titles. Refunds are not possible once the license is issued. Please note: **Prices are subject to change without notice.**

Campus Agreement titles may be installed on any university-owned computer for university-related work only. If supported software needs to be installed on a University-owned computer that is not located on campus, the machine must be delivered to the appropriate IT support department.

## Instructions

To order software, please complete the form below. Enter the quantity, title, computer name (required for remote installation), and unit cost within the table. (If remote installation is not possible and physical media is therefore required, this must be ordered at the time of license purchase.) For a list of Microsoft software products offered and their prices, please check the [Select pricing page](#).

**Get Total**, then **Print** the completed form. Have it signed by the proper authorized personnel, then send the signed form to the UMKC Call Center at 4825 Troost, Room 102 or fax it to 816-235-6503.



Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Department Charged \_\_\_\_\_ MoCode \_\_\_\_\_ Account 739800

Mailing Address \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Microsoft Licenses <i>(no media sent unless requested in the Media section below)</i>				
Quantity	Software Title	Computer Name	Unit Cost	Total Cost
	<i>Project Standard 2010</i>			
	<i>Project Professional 2010</i>			
	<i>Visio Standard 2010</i>			
	<i>Visio Professional 2010</i>			
	<i>Visual Studio Professional 2010</i>			
Media <i>(associated licenses must be requested in the Microsoft licenses section above)</i>				
	Installation Media for Licensed Software			
<b>Total for Microsoft Software titles:</b>				