

Microsoft Products for Home Use for Faculty/Staff

Updated 3/2011



Due to licensing requirements, Learning & Technology Services (LTS) can only sell this media to departments and not to individuals. Faculty and staff will be required to obtain the DVD media (documentation is not included) in person for their respective departments. The products available for home use by UW faculty and staff under the UW System Microsoft campus license are listed in the table below. To order software, please fill out, print and sign the bottom of this form, **return it to the LTS Help Desk in Old Library 1106.**

Limited License Information for Home Use

Your home use rights are governed by Microsoft's License Agreement and limited by the contract signed by UW System and Microsoft. Adherence to these terms is required. You may use the products listed below on a computer you personally own or lease (such as a home computer or a laptop) as long as you are using these products on your computer at work. Home use of these products is to be for purposes related to your work as a UW employee.

You are allowed only one copy of any product.

If you leave the employment of the University, you no longer have a legal license to use the product and are required to delete it from your home computer or laptop machine and return the media to your department. If the University does not renew the system-wide license at the end of the contract period, you will not have the right to retain the products and will be required to delete the software from your personal computer and return the media.

WARNING: These DVDs should be used on home computers only.

LTS has modified Microsoft Office for the Mac and for the PC to work in UW-Eau Claire's networking environment. Using one of these DVDs on a campus computer will affect LTS's ability to provide support.

Windows	Quantity	Unit cost	Total cost
Office Enterprise 2007 for XP w/ SP2 or Vista		\$8.00	
Office Professional Plus 2010 for 7, Vista w/ SP1 or higher, or XP w/ SP3		\$8.00	

Macintosh	Quantity	Unit cost	Total cost
Office 2008 Standard for OS 10.4.9 or above		\$8.00	
Office 2011 Standard for OS 10.5.8 or above		\$8.00	

*****All disks are DVD-ROM*****

Please fill in the following fields: You are authorizing LTS to charge \$_____ for the item(s) listed above.

Authorized Signature on that
account and Email/Username

Orders will not be filled without an authorized signature.

Date _____ Account number _____ Office or dept. _____

Ordered for _____
PRINT first & last name PRINT username

PRINT first & last name PRINT username

For office use only:

Software
& DVD#

Software
& DVD#

Initials
& Date:

Initials
& Date

Received by _____ Date received _____

Received by _____ Date received _____