

## 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.

Windows XP Professional Upgrade	\$8.00
Vista Business, DVD	\$4.92 (special order)*
Vista Ultimate, DVD	\$9.60 (special order)*
Office Enterprise 2007, DVD	\$8.00
Office 2004 Pro Mac	\$9.00 (special order)*
Office 2008 Mac	\$4.92 (special order)*
Office Sharepoint Designer 2007	\$4.44 (special order)*
Visual Studio Pro.Net 2003	\$10.68 (special order)*
Visual Studio Pro.Net 2005	\$19.44 (special order)*

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 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: \_\_\_\_\_

\* Items not in stock, allow time for ordering and delivery

**To be completed by requester's department**

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

In order 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 # \_\_\_\_\_

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:

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

IIT will verify if requester has requested this software in the past.

Michele will contact requester to arrange pickup of CDs.