

Contact of Record Form
Iowa Board of Regents Microsoft Campus Agreement (MCA)
Iowa State University

Effective September 1, 2009-August 31, 2010

Complete the following and return this form to 105 Durham Center (fax 515-294-7034). Once the completed form is received, the Volume License Keys will be distributed via email. The following is language that Microsoft distributed for use with the agreement:

“Iowa State University has entered into a Microsoft Campus Agreement (MCA) with the Microsoft Corporation effective 9/01/09 through 8/31/10. This software is made available to you because Iowa State University has purchased the Microsoft Campus Agreement. Volume License Keys have been generated for licensed staff and faculty members at Iowa State University who need to load software covered by the MCA on institution owned or leased machines for institution related work. Holders of these key codes are required to keep the Volume License Keys secure and only distribute them to employees authorized to install and distribute the software on computers covered by the Microsoft Campus Agreement. You will be held responsible for unauthorized use of your Volume License Keys.”

I, _____, (_____)
Signature Print Name

working as _____
Title

on _____, and acting as the MCA Contact of Record
Date

for _____,
College/Department/Office/Center

acknowledge that I will be responsible for receipt of the Volume License Key granted to ISU for the Microsoft Campus Agreement. It is my responsibility to safeguard the key. I agree to keep all usual and proper records relating to the duplication, distribution and use of the Software in my college/department/office/center.

I understand that Microsoft reserves the right to audit my college/department/office/center during the term of this agreement and for a period of one (1) year thereafter, provided that such audit(s) will be conducted during normal business hours and in such a manner as not to interfere unreasonably with my operations.

I will take reasonable efforts to make my Users aware of the terms and conditions upon which they are allowed to run the Software.

I understand I may not distribute media or VLKs to individual faculty or staff members eligible for Work-at-home-rights. WAHR distribution is only available through Tech CYte.

Dean/DEO/Director (OPTIONAL)