Contact of Record Form

Iowa Board of Regents
Microsoft Enrollment for Education Solutions (EES)
Iowa State University
Effective September 1, 2015-August 31, 2016

Complete the following and return this form to 291 Durham Center (fax 515-294-1717). Once the completed form is received, a confirmation email will be sent to the Requester.

Iowa State University has entered into Enrollment for Education Solutions (EES) with the Microsoft Corporation effective 9/1/2015 through 8/31/2016. This software is made available to you because Iowa State University has purchased the Enrollment for Education Solutions (EES). Volume License Keys (VLK) have been generated for licensed staff and faculty members at Iowa State University who need to load software covered by EES 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 EES. You will be held responsible for unauthorized use of the Volume License Keys and software installations.

I, __________________________________, (__________________________________)
Signature        Print Name

working as ____________________________________________________________
Title

on __________________________, and acting as the EES 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 EES. It is my responsibility to safeguard the key(s) and software. 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/install the software or distribute the VLKs to individual faculty or staff members eligible for Home Use Program (HUP). HUP distribution is only available through http://hup.microsoft.com.

_____________________________________________________
Dean/DEO/Director