Contact of Record Form

Iowa Board of Regents
Microsoft Enrollment for Education Solutions (EES)
Iowa State University

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. This software is made available to you because Iowa State University has purchased the 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 VLK 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 VLK and software installations.

I, _________________________________________, ____________________________________________
Signature                       Print Name
working as _____________________________________________
Title
on ____________________________, and acting as the EES Contact of Record for
Date
______________________________________________________________________________
College/Department/Office/Center

I acknowledge that I will be responsible for receipt of the VLK granted to Iowa State 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 Office 365 ProPlus. Office 365 ProPlus distribution is only available through http://portal.office.com.

____________________________________________________
Dean/DEO/Director