

Media Distribution Signature Form
Iowa Board of Regents Microsoft Campus Agreement (MCA)
Iowa State University
Effective September 1, 2007-August 31, 2008

Iowa State University has entered into a Microsoft Campus Agreement (MCA) with the Microsoft Corporation effective 9/01/07 through 8/31/08. 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.

Agreement terms require ISU to track distribution of all media related to the Microsoft Campus Agreement. As a result of signing this form, the Contact of Record (COR) for your unit has provided you with specific media for use within your unit. The COR for your unit will keep this signature paperwork on file and provide it in case of an audit. Microsoft reserves the right to audit any ISU unit (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 normal operations.

I, the undersigned, 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 reproduction, distribution and use of the Software while the media is in my possession. I understand that

I, _____, (_____)
Signature Print Name

working as _____
Title

for _____,
College/Department/Office/Center

on _____ acquired media for the following (note version):
Date

- | | |
|---|---|
| <input type="checkbox"/> Office 2007 Enterprise Edition _____ | <input type="checkbox"/> Office Macintosh 2004 Professional Edition _____ |
| <input type="checkbox"/> Windows Vista Upgrade* _____ | <input type="checkbox"/> Visual Studio Professional _____ |
| <input type="checkbox"/> FrontPage _____ | |

Departmental Contact of Record

* The MCA provides Windows upgrades only. A Windows or Macintosh OS may only be installed on a computer that has a Microsoft operating system.