



Texas Wesleyan University Information & Communication Technology

Microsoft Work At Home Software Policy Agreement

Please complete and submit this form, with payment of \$10.00, to the ICT Department in EJW B-11. Payments are for costs associated with materials, shipping, and handling.

Terms of Use: Software is made available to employees of Texas Wesleyan University (TW) through TW's Microsoft Campus Subscription Enrollment effective September 01, 2008. TW is ordering the right for employees to install and use the Software for Work-related purposes at home on one computer under its Microsoft Campus Subscription Enrollment. Employees do not own the license or the CDs, rather they are authorized to use the Software and associated media pursuant to the terms and conditions of the licensing agreement during the licensed period starting September 01, 2008 and ending August 31, 2011. Employees will be required to remove the Software from their home machine immediately upon expiration of the licensed period or earlier if their employment by TW ends.

Work At Home rights have been ordered by TW for the following product: **MS Office Enterprise 2007** (referred to collectively herein as the "Software"):

Please initial each statement:

_____ I will read and abide by the license agreement(s) associated with this Software.

_____ I understand that no technical support is provided by Microsoft or TW in association with my work-at-home use.

_____ I understand the minimum specifications to run the Software are listed at <http://www.microsoft.com/products> and accept responsibility for verifying compatibility prior to installation.

_____ I will remove the Software from my home machine immediately upon the earlier of (a) expiration of the licensed period specified above or (b) the end of my employment by TW.

Note: Product key can be found on the yellow sticker on the back of each disk.

DEPARTMENT _____

PRINTED NAME _____

SIGNATURE _____ **DATE** _____

-----**ICT USE ONLY**-----

PAYMENT TYPE: Cash Check Other: _____

DATE RECEIVED _____ **RECEIVED BY:** _____