

NMSU Information & Communication Technologies  
Software License/Media User Acceptance Form

*The ICT department at New Mexico State University manages several university-wide software site licenses and licensing agreements. By signing this form, you are agreeing to the terms governing these licenses and to the following:*

1. You will not copy, distribute, or sell any software media issued to you by the NMSU/ICT department regardless of whether you or your department are borrowing or purchasing the media.
2. You will purchase a license for every computer you install the software on unless your department has purchased a departmental license that allows for installation on all departmentally-owned computers.
3. You will not install the software on any computer other than the NMSU-owned computer you have purchased a license for.
4. You will use the software for NMSU work-related purposes only.
5. If you are borrowing Microsoft Windows or Microsoft Office software media for installation on an NMSU-owned computer, you cannot use the media for installation on a personally-owned computer. You must purchase a set of work-at-home media for installs on a computer that you own. **BORROWED MICROSOFT OFFICE AND ANY WINDOWS UPGRADES WILL NOT WORK ON ANY COMPUTER OFF CAMPUS.**
6. You agree that you will properly license all users and devices in regards to that products specified **Product Use Rights.**
7. If you are borrowing NVIVO you may install the software on one personal device.
8. **IN ORDER TO USE, BORROW, OR INSTALL SOFTWARE OBTAINED THROUGH ICT'S SOFTWARE PROGRAMS YOU MUST BE AN OFFICIAL NMSU EMPLOYEE. YOUR NAME MUST BE INCLUDED ON NMSU'S CURRENT OFFICIAL FULL-TIME EMPLOYEE EQUIVALENTS (FTE) REPORT. YOU MUST PRESENT A VALID NMSU FACULTY/STAFF ID FOR IDENTIFICATION PURPOSES ONLY.**
9. **If software media is damaged or lost while in your possession, your departmental index number (must be provided at time of checkout) will be charged a non-refundable fee after 30 business days**
10. In order to better serve all NMSU employees, we request that ALL media is returned within 5 BUSINESS DAYS to ensure availability for all customers. By signing this form, you agree to return the media you are borrowing to ICT, Computer Center Room 148, within **FIVE (5) BUSINESS DAYS.**
11. **If after 30 BUSINESS DAYS you have not returned the software media to ICT, your department will be billed a non-refundable Replacement Media Fee regardless of returned media after 30 business day.**
  - a. Fees are as follows:
    - i. Damaged: \$5 per disc
    - ii. Lost or Unreturned media: \$50 per disc, \$70 for USB Flash Drive.
12. **FOR ALL MICROSOFT SELECT PRODUCTS PURCHASED FROM OUR THIRD PARTY VENDOR:** By signing below you agree that all licenses purchased from our vendor through the Microsoft Select Program are governed by the product's terms in the Product Use Rights for the specified license. If you are unclear about the product use rights terms we can print you a copy of these terms.

**13. NO REFUNDS ON ALL TRANSACTIONS**

**14. All installations subject to a random software audit.**

# of assigned computer installs \_\_\_\_\_

**PLEASE LIST ON THE LINE ABOVE, THE COMPLETE NAME(S) AND DEPARTMENT OF THE EMPLOYEE(S) USING THIS (THESE) SOFTWARE LICENSE(S). IF MULTIPLE LICENSES WERE PURCHASED, THE QUANTITY OF EMPLOYEES MUST EQUAL THE QUANTITY OF LICENSES PURCHASED. THIS INFORMATION IS REQUIRED FOR ALL LICENSES PURCHASED FROM NMSU APPROVED VENDOR BEFORE YOU CAN BORROW THE INSTALLATION MEDIA.**

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PRINT YOUR NAME                      YOUR DEPARTMENT                      INDEX #                      PHONE #                      EMAIL ADDRESS

SIGNATURE

DATE

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PLEASE CONTINUE ON THE LIST BELOW, THE COMPLETE NAME(S) AND DEPARTMENT OF THE EMPLOYEE(S) USING THIS (THESE) SOFTWARE LICENSE(S). IF MULTIPLE LICENSES WERE PURCHASED, THE QUANTITY OF EMPLOYEES MUST EQUAL THE QUANTITY OF LICENSES PURCHASED. THIS INFORMATION IS REQUIRED FOR ALL LICENSES PURCHASED FROM NMSU APPROVED VENDOR BEFORE YOU CAN BORROW THE INSTALLATION MEDIA.

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