

Stony Brook University  
Microsoft License Agreement  
Certified Department Support Technician Approval Form  
(Separate Forms needed for Each Department)

Dean/Director/Department Administrator

Name: \_\_\_\_\_

Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby certify the individual identified below is our Department Support Technician

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certified Department Support Technician

Name: \_\_\_\_\_

Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

*It is the Stony Brook University's policy to prohibit software piracy, copyright infringements and unauthorized use of any software product.*

As Department Support Technician for this department I agree to the following:

1. I will read and abide by the license agreement associated with this software and University Policy P109 -Responsible Use of Information Technology
2. I understand that the Volume License Key (VLK) provided to me is for my authorized use only and that I will be held responsible for any unauthorized use. I agree to use my best efforts to keep a secure record of these product keys and not to disclose such keys to any unauthorized third party. I also understand these licenses are to be installed on University owned machines only. For further information on VLK's please go to <http://www.microsoft.com/licensing/resources/vol/>
3. I agree to keep records of all installations of licensed software products and agree to remove those products if agreement calls for such action.
4. I will endeavor to procure the correct number of server licenses and client access licenses for products that require both.
5. I agree to identify myself as the first level of support to the end user and to follow software manufacturer's and DoIT's procedures for seeking support and reporting problems.

The Certified Departmental Support Technician needs to sign below agreeing to adhere to all the requirements stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_