

## OIT Site Licensed Software Coordinator Application

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

Department/Unit: \_\_\_\_\_ ORG Number: \_\_\_\_\_

Your University ID: \_\_\_\_\_

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

name.#@osu.edu \_\_\_\_\_

I, \_\_\_\_\_, agree to distribute and administer OIT site licensed software in accordance with OIT procedures and the terms as stated in each respective software license agreement. I will ensure that for licenses requiring a signature, a site license agreement is completely filled out and signed by the end user for each copy of software I distribute. For software which has an online agreement, I will assure that each end user to whom I distribute receives the agreement and will submit their names to the IT Service Desk\*. Signed agreements are sent to:

Office of Information Technology  
IT Service Desk  
025 Central Classrooms  
2009 Millikin Rd.

Requester Signature \_\_\_\_\_

Authorized by \_\_\_\_\_  
*Signature of College Dean, Department Chair or Head of Organization*

Please return this form to the IT Service Desk at the above address.

*\* Microsoft Campus Agreement distribution information is retained in the department.*

OIT Use Only:

Ticket #: \_\_\_\_\_