

# THE UNIVERSITY OF TENNESSEE

## Microsoft Select - Software Purchase Order Form and Certificate of Ownership

The University of Tennessee has a legal responsibility to track the software that is being issued to all faculty, staff and students. This responsibility has been charged to the UT System Administration IT Services (UTSA ITS) Department to be in compliance with University software site license agreements. All software distributed under University site licenses must be deleted from your workstation when your affiliation with the University of Tennessee ends.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**First** **Last**

Campus or Local Address \_\_\_\_\_ Phone No: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Dept. Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Cost Center to be Charged \_\_\_\_\_ Contact Name: \_\_\_\_\_

Software Name	Version	Media Version
Software Code	Quantity	Product Cost (Each)
_____	_____	_____
Software Name	Version	Media Version
Software Code	Quantity	Product Cost (Each)
_____	_____	_____
Software Name	Version	Media Version
Software Code	Quantity	Product Cost (Each)
_____	_____	_____

Additional Comments

Distributed By \_\_\_\_\_ Media Cost \_\_\_\_\_  
 Shipping Cost \_\_\_\_\_

**I acknowledge receipt of the above software and agree to comply with the license agreement that accompanies the software package. This software is to be used for Academic Purposes Only.** TOTAL COST \_\_\_\_\_

Received by Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (sign with Adobe Sign & Certify OR physically sign. Return via email ([khinkle5@utk.edu](mailto:khinkle5@utk.edu)) or fax (865-974-4810))

**For UTSA Use**

Transfer Document Number (IRIS)		Media Mailed		Purchase Recorded #		En Pointe Invoice #	
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