

**MOHAWK VALLEY COMMUNITY COLLEGE  
UTICA AND ROME, NEW YORK**

**Microsoft Campus Agreement**

If a faculty or staff member performs work duties at home, they are eligible to receive a copy of the Microsoft Office Software to load onto their computer. What do you need to do? Print the form and complete as directed.

I understand the terms of the Microsoft Campus Agreement as it applies to MVCC's distribution of software to faculty and staff for the purpose of home use. I hereby request a copy of the software identifies in this agreement for the purpose of school related activities in my home.

I understand the MVCC, while providing this software to me, is not responsible for the installation or support of this software. In addition, I understand that MVCC is not responsible for any damage to my computer or loss of data as a result of this installation.

I understand that upon leaving the employ of MVCC that I must remove the software from my system.

Software Title Requested: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

Faculty/Staff Name (Please Print): \_\_\_\_\_

Faculty/Staff Signature: \_\_\_\_\_

Media is on loan for the purpose of installation and is due back to the helpdesk within one week of issue.

Issued by \_\_\_\_\_ Date: \_\_\_\_\_

Returned to: \_\_\_\_\_ Date: \_\_\_\_\_