



# Work-At-Home (WAH) Media Kit Request

College of Engineering  
Finance & Personnel Office  
Management Information Systems (MIS) Section

HOME USER  
UNIT ORDER

**INSTRUCTIONS:** Fill in your contact information, billing information (PeopleSoft chart fields), and the quantity of media kits requested. Compute the subtotal and total for billing and fill it in (billing will be processed as an E2E to the original purchase order). Print the form, sign the 'good faith' statement, and obtain supervisory approval if necessary. Send the form to MIS at P.O. Box 116550. Once the information is verified and the E2E processed the media kits will be sent to you at the campus address specified.

Contact's Name:	_____	Department:	_____
Email Address:	_____	Dept ID:	_____
Campus Phone:	_____	Fund Code:	_____
Campus Address:	_____	Program Code:	_____
Campus PO Box:	_____		

### GENERAL GUIDELINES:

The University of Florida (UF) has entered into a CAMPUS licensing agreement with Microsoft that allows for UF faculty and staff to upgrade their home PCs to the latest version of the Windows operating system and to install Microsoft Office (including Word, Excel, Outlook, Access, PowerPoint, and Publisher) under the following guidelines:

- This is a work-at-home (WAH) license, not a home-use license. Software is only to be issued and installed to conduct university-related work on a personally owned computer.
- The license agreement allows for eligible employees to install WAH licenses on only ONE personal computer.
- The Windows operating system can only be installed on a personal computer ALREADY CONTAINING a Microsoft operating system (as an upgrade or new install).
- The software may only be used while you are a UF employee. If you leave UF, you must uninstall this software.
- You are receiving this software for home installation you are expressly FORBIDDEN from loaning/giving the WAH media kits to any other individual (regardless if they are associated with the University).

More information can be found at: <http://www.it.ufl.edu/projects/microsoft.html> and <http://software.eng.ufl.edu/microsoft>

### MEDIA KITS:

DESCRIPTION	PRODUCT KEY*	QTY	UNIT COST	SUBTOTAL
MS Office Pro 2003				
MS Windows XP Professional				
* If more than one of each media kit is requested product keys will be written on the back of this form.			<b>TOTAL:</b>	

### You agree to the following "good faith" statement:

I understand the terms of the license agreement as outlined on this form and on the referenced websites. I agree to abide by these terms. If I am receiving this software for home installation I agree to uninstall this software from my home computer once I have terminated employment at the University of Florida. If I am receiving WAH media kits for redistribution within my unit I agree to notify individuals receiving the software of the terms of the Microsoft CAMPUS license.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SUPERVISORY APPROVAL:**  
I agree that my employee is doing work at home and should have access to the requested media. I certify that all information presented is factual and accurate, and that I have been officially empowered to grant this employee permission to participate in the WAH program. Furthermore, we both are aware of the license agreement with Microsoft which allows for the installation of these programs on ONE personal (home) computer. We are also aware of the following link, <http://www.eng.ufl.edu/home/mis/software/microsoft/wah.html>, which has guidelines concerning eligibility for the WHA provisions, media/volume license keys (VLK) to distribute and pricing and acquisition of WAH kits.

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR MIS USE ONLY:**  
 RECEIVED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      MEDIA SENT: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      E2E PROCESSED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_