

<b>Policy #:</b>	<b>Title:</b>	<b>Effective Date:</b>
GEN-005	Microsoft Campus Agreement Policy	06/01/2008

---

**Policy Description**—Faculty, staff and students enrolled in a degree seeking program, have the ability to procure Microsoft software through The University of Findlay’s (UF) Microsoft Campus Agreement. This agreement, signed annually with Microsoft, allows the University to sell select Microsoft software at tremendous discounts, but only to current UF faculty, staff and/or students. UF faculty, staff and/or students wishing to purchase software through this agreement must show their UF identification and pay the current fee charged for each product. Each faculty, staff or student enrolled in a degree seeking program may only purchase one copy of each product. Available products vary by year. Faculty, staff and students may view which products are available on the UF Bookstore Web Site.

---

**Definitions**

*Microsoft Campus Agreement*—Agreement, signed annually with Microsoft, allowing the University to sell select Microsoft software.

---

**Rationale for Policy**—This policy is needed so that all faculty, staff and students abide by the licensing guidelines in the University’s Microsoft Campus Agreement.

---

**Responsible Department/Person**—Information Technology Services

---

**Reference/Related Information**—

---

**Who should be notified about this policy**—All UF faculty, staff and students

---

**Issue Date:** 06/01/2008

---

**Modification History**—