

Return or Fax Form to:
 ISTS Help Desk
 Information Strategy and Technology Services
 Mawson Lakes Campus OR 8302 5012

Software Licence Application
For Office Computers only
 Information Strategy and Technology Services
 University of South Australia



Applicant Details - (Please PRINT clearly in BLOCK letters.)

Family Name or Surname	First Name or Given Name	Network Username
Email Address (eg. Joe.bloggs@unisa.edu.au)		Office Telephone Number
Internal Post Code (IPC)	Division/School/Unit	Nominated Installer <i>(ie Who will install this software)</i>

Licensed Software Requested

Name of Software required	Version	Cost	Platform (please tick)	UniSA Asset (Blue Plate#)
.....	MAC <input type="checkbox"/> PC <input type="checkbox"/>
.....	MAC <input type="checkbox"/> PC <input type="checkbox"/>
.....	MAC <input type="checkbox"/> PC <input type="checkbox"/>
.....	MAC <input type="checkbox"/> PC <input type="checkbox"/>
.....	MAC <input type="checkbox"/> PC <input type="checkbox"/>
.....	MAC <input type="checkbox"/> PC <input type="checkbox"/>

Once this application form has been processed you will be sent a Licence Certificate and your nominated installer will be given access to the installation files on Software server. You are not permitted to make copies of or distribute the software to others. Please contact your local IT Support staff or the IT Help Desk (x25000) if you need assistance.

Further licence information is available from: <http://www.unisa.edu.au/ists/Staff/Purchasing/Software/Licensing/SoftwareLicensing.asp>

Application Declaration

I understand and agree that access is granted on the condition I honour the University's contractual obligations with regard to the use of and copyright of computer software. I agree to observe the University's Approved Policy on the Acceptable use of Information Technology (IT) facilities (<http://www.unisa.edu.au/policies/policies/corporate/C22.asp>).

.....	/ /
Applicant's Signature	Date Signed

Cost Centre Authorisation

*I certify the applicant is a **staff member** of the University of South Australia, and I authorise their university information technology software usage to be charged to this Division, School or Unit.*

Account Code:

.....	/ /		
Authorising Signature (VC Authorised)	Name of Signatory (Please PRINT!)	Phone Number	Date Signed

ISTS Use Only

HPSD#:

Actioned by HD: ____ / ____ / ____ Initials: _____ Customer Notified: ____ / ____ / ____

Software licenses issued and recorded on _____ by _____