Justification for Microsoft Home Use Program
Request Form

REQUESTER INFORMATION

Name: _____ Position Title & Grade: _____

Bldg/Room #: _____ Department/Branch or Section: _____

Office Phone Number: _____

PROGRAM DETAILS

The Clinical Center has an Enterprise Agreement with Microsoft. One of the benefits of the agreement is that Clinical Center employees can purchase Microsoft Office Professional Plus 2013 or Home & Business Office 2011 for Mac for just $ 9.95.

Office Professional Plus 2013 includes the following applications:

Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher, InfoPath, and Lync

Business Office 2011 for Mac includes the following applications

Word, PowerPoint, Excel, and Outlook

JUSTIFICATION: I am submitting this request because I work for the Clinical Center (CC) and would like to participate in the Microsoft Home Use Program. I understand that I am not to share the program code as that would violate the Enterprise Agreement with Microsoft. I understand that I am personally responsible for the fees to purchase the license and for any related shipping costs.

Once approved you will receive and email with the program code. Please visit the website below and enter your work email address i.e. jsmith@cc.nih.gov and enter the program code you received in the email.

http://www.microsoftthup.com/hupus/home.aspx?dialect_id=en-US&country_id=US

SIGNATURES

_____ _____
Signature Date:

_____ _____
Immediate Supervisor Date

_____ _____
Department Head Date:

DECISION

☐ Approved	☐ Disapproved

Comments:

_____ _____
Chief Information Officer Date