

PERMISSION TO COPY BOARD OWNED SOFTWARE

I would like to make/borrow a copy of software owned by the Corporation and load it on my personal computer.

DESCRIPTION OF THE SOFTWARE:

PURPOSE OF THE SOFTWARE USE:

In submitting this request to copy Corporation owned software, I understand permission will be granted only if the licensing agreement associated with that software permits such copying.

If my request is approved, I agree to make only one (1) copy of the software for my personal use and not permit others to use or copy it.

Printed Name of Staff Member or Student

Signature

Date

.....
For Office Use Only

Request is Approved Denied

Name

Date

Position

For approved requests:
Date Software Installed: _____

Date Software Removed: _____