

**Microsoft
Software Registration Form and Certificate of Ownership**

If only purchasing licenses, complete the entire form and fax to General Stores at the fax number below. If a CD containing the software is needed, please present this form at General Stores to obtain a copy. The CD can be sent via campus mail, but General Stores will not be liable for any missing CDs. Please retain a copy of this form for your records and audit purposes. You may be asked to present this form as proof of ownership of a license for the software listed below.

The University of Tennessee has a legal responsibility to track the software which is being issued under this program.

Date: _____

Please print the following information:

Department: _____

Account Number: _____

Building: _____ **Room #:** _____ **Phone #:** _____

Person Responsible for Software: _____

Name of Software: _____ **Number of License:** _____

I acknowledge receipt of the above software and agree to comply with the licensee agreement.

Received by: (print) _____

Signature: _____

Return to:
UT General Stores – 8 S. Dunlap St. (GEB) Room B41 – Memphis, TN 38163
Phone: 901-448-6152 - Fax: 901-448-8747

