

Information Resources

Microsoft Products Order Form

Product	Cost	Qty	Total Price
Windows XP Professional w SP2	\$25.00	_____	\$ _____
Office 2007	\$25.00	_____	\$ _____
Office 2008 for Mac	\$25.00	_____	\$ _____
Project 2007 *	\$25.00	_____	\$ _____
Visual Studio *	\$150.00	_____	\$ _____

* There is currently **no support** for these programs available at the Rowan University Support Desk. The user assumes all risks when using these packages.

Total amount to be transferred: \$ _____

Funds should be transferred to: Fund 10110 Org 22010 Acct 7015 Program 16

Please send the original completed departmental charge authorization form to the budget office. Please fax this form and a copy of the completed departmental authorization form to 256-

4404. No work will be completed until Network and System Services receive these forms.

You will receive your software approximately two to three working days after NSS receives this form.

By signing below, I authorize Network and System Services to order the necessary parts to repair our computer hardware. I understand that my department is responsible for these charges and that no work will be done until these forms are submitted to Network and System Services.

The software should be mailed to: _____

_____ Signature of Department Head

_____ Department

_____ Department Contact and Phone Number

If there are any questions, please contact Marc Fleischner at extension 4471.