

Obtaining Institutional Software Using the Microsoft Select Program at ETSU

August 30, 2000

The Office of Information Technology at East Tennessee State University has acquired an agreement with ASAP Software Express that allows the university to purchase Microsoft software licensing at significantly reduced pricing. This Microsoft Select Program is renewed annually. Any university department can make use of this program by initiating a purchase requisition to:

ASAP Software Express
850 Asbury Drive
Buffalo Grove, IL 60089-5229
ATTN: Steven Parks

You should also indicate at the bottom of the requisition:

Pricing taken from TBR contract 2000605-1; ASAP contract #0000014595

Typical order numbers of standard software would be:

Product Name	Part Number	Price*
Microsoft Visio Standard 2000 for Windows	D86-00185	\$15.00
Microsoft Project 98 for Windows	076-00661	\$38.70
* These prices reflect the TBR discount		

What this program includes:

- ☞ License for Microsoft software for university use
- ☞ Installation assistance from Information Technology
Call the OIT Help Desk (9-4OIT) to place a request for installation.

What this program DOES NOT include:

- ☞ Media for software (CD, diskette, etc.) Information Technology maintains source of media.
- ☞ Documentation for installation or use of software.

Remember to use the "Tennessee Board of Regents Pricing" when preparing your requisition.