

Gustave L. & Janet W. Levy Library
 Mount Sinai Medical Center
 1 Gustave L. Levy Place - Box 1102
 New York, New York 10029

Adobe Software Distribution Form

Name _____ Life # _____ Date _____

Email _____ Box # _____

Department _____ Bldg/FI _____ Phone _____

Adobe	Amount per License	No. of Licenses		Total Dollar Amount
		Windows	Mac	
Acrobat Professional 10	\$50.00			
PhotoShop	\$185.00			
Creative Suite STANDARD <small>(contains: Illustrator, Photoshop, Acrobat Professional)</small>	\$290.00			
Creative Suite DESIGN PREMIUM <small>(contains: Dreamweaver, Flash, Illustrator, Photoshop, Acrobat Professional)</small>	\$375.00			
	Totals			

Please note that you are purchasing an Academic license for these products and payments must be made by Sinai Central fund transfer using only a medical school funding source. Hospital or personal payments cannot be accepted for Adobe products. Adobe products will be installed by Academic Computing and a technician will contact you within 24 hours to schedule the installation.

PAYMENT

Fund Transfer: Log in to Sinai Central (<http://sinaicentral.mssm.edu>) – and go to **FINANCE > TRANACTIONS > NEW > FUND TRANSFERS** - choose your fund and do a Fund Transfer to Fund: **02-45-4180**
 Object Code: **Software-related exp- 4266**

Note: In the “Reasons for Transfer” section include the product and the name of the staff member getting the software.

Click on the Submit button and record the Requisition Number for this transaction: FT _____

SAVE THIS FORM AND ATTACH IT TO THE TRANSFER

It is understood that this software is given to the above named individual and is not transferable. This individual is solely responsible for his/her activities in relationship to the installation and use of this software and will hold harmless Mount Sinai, its employees and agents for any problems related to the use of this software. Improper use of this software will result in the cancellation of all Library privileges.

Please contact the Levy Library Computing Help Desk at (212) 241-7091 (x47091) or via email at helpdesk@mssm.edu, if you have any questions.

Installation information: ticket - CHIEF # _____ Tech _____ Date _____