

EndNote Software Distribution Form

Name _____ Date _____

Email Address: _____ Life # _____

Department: _____ Phone # _____

Building/Room # _____ Mailbox Box # _____

	No. of Licenses	Amount per License	Total Dollar Amount
Windows			
EndNote		\$50.00	
MAC			
EndNote		\$50.00	
Totals			

Please note that you are purchasing an Academic license for this product. It can either be installed by Medical School Computing or you can borrow the installation CD for one day if you have a library card for the Levy Library.

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

Or **CHECK** (Payable to Levy Library) Check # _____ Amount _____ Date _____

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 Medical School Computing Help Desk at (212) 241-7091 (x47091) or via email at med-school-computing@mssm.edu, if you have any questions.

Installation information: Chief Ticket # _____ Tech: _____

Received by Levy Library Computing Staff _____ Date ____/____/____