

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

**Microsoft Software Distribution Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Email Address: \_\_\_\_\_ Life # \_\_\_\_\_ Box # \_\_\_\_\_

Department: \_\_\_\_\_ Bldg/FI \_\_\_\_\_ Phone \_\_\_\_\_

Microsoft Products	No. of Licenses	Amount per License	Total Dollar Amount
<b>Windows</b>			
<b>Office 2010 Professional</b> (Includes Word, PowerPoint, Excel, Access and Outlook)		\$65.00	
Microsoft <b>Project</b> Standard 2010		\$100.00	
Microsoft <b>VISIO</b> Premium 2010		\$100.00	
Windows <b>XP Professional</b> Operating System		\$75.00	
Windows <b>7 Professional</b> Operating System		\$75.00	
<b>MAC</b>			
<b>Office 2011</b> (includes Word, Excel PowerPoint, Outlook)		\$65.00	
<b>Office 2008</b> (includes Word, Excel PowerPoint, Entourage)		\$65.00	
<b>Totals</b>			

**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**

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**Or CASHIER OFFICE DEPOSIT** FT \_\_\_\_\_ 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 Levy Library Help Desk at (212) 241-7091 or via email at [helpdesk@mssm.edu](mailto:helpdesk@mssm.edu), if you have any questions.**

Installation information: Chief Ticket # \_\_\_\_\_ Tech: \_\_\_\_\_ Rec'd by Help Desk Staff \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_