 **SOFTWARE LICENSE COMPLIANCE
CERTIFICATION FORM**

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| **Campus/Site** | **Division** | **Department** | **PO#** | **Software Name** | **Vendor** | **License Type** *(i.e. Enterprise, Per user, Site license, SaaS)* | **# of Licenses** *(for each software named)* | **Purchase/****Acquisition Date** | **Expiration Date** *(if applicable)* | **Cost** |
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In accordance with [LCTCS Policy #7.007 Software License Compliance](https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1778130/00540e70-584f-11e8-a46e-12be56b8d5f6/file/7007_LCTCS-Software-Licensing-Compliance_12132016.pdf)and the[Delgado Information Technology Security Policy](http://docushare3.dcc.edu/docushare/dsweb/Get/Document-2752/),I certify that the above listed software has the necessary and appropriate licensing and that this department adheres to the conditions of use stipulated in the licenses. Furthermore, I understand that failure to comply with the requirements set forth in these policies may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee’s evaluation, [disciplinary procedures](https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1778099/005361a0-584f-11e8-89e8-12be56b8d5f6/file/6014_Discipline-For-All-Employees_12202016.pdf) up to and including termination, and/or reimbursement to the College. I also understand that misuse or negligence in ensuring software licensing requirements is a violation of the [Student Judicial Code](http://docushare3.dcc.edu/docushare/dsweb/Get/Document-80/), and accordingly, students are subject to the Code’s requirements and applicable sanctions.

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Division/Department Head (Print Name) Signature of Division/Department Head Date

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Designated Owner-Custodian (Print Name) Signature of Designated Owner-Custodian Date

**For OIT Use Only**

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_