



**SOFTWARE LICENSE COMPLIANCE
CERTIFICATION FORM**

Software Name	PO#	Location of the Software <i>(is this software located in the cloud or on-premises? If on-premises, indicate Campus, Building, and Room#)</i>	Division	Department	License Type <i>(i.e. Enterprise, Per user, Site license, SaaS)</i>	# of Licenses <i>(for each software named)</i>	Purchase/Acquisition Date	Expiration Date <i>(if applicable)</i>	Cost	Transaction Class / Federal Program Impacted <i>(does this software impact any federal programs? If yes, please list the federal programs impacted. If no, indicate N/A)</i>	Internally Developed? <i>(was this software developed internally? Yes or No)</i>	Externally Developed?		Significant Interfaces <i>(does this software interface with Banner or any other significant software applications, yes or no? If yes, please indicate all significant applications this software interfaces with?)</i>
												Vendor / Brand Name and Version <i>(name the vendor from which your department purchased this software. Indicate which version of this software is in use)</i>	Significant Customizations (if applicable) <i>(did your department make any significant customizations to this software? Yes or No. If yes, what significant customizations did your department make?)</i>	

Following [LCTCS Policy #7.007 Software License Compliance](#) and the [Delgado Information Technology Security Policy](#), 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 outlined in these policies may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee's evaluation, [disciplinary procedures](#) 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](#), and accordingly, students are subject to the Code's requirements and applicable sanctions.

Division/Department Head (Print Name)

Signature of Division/Department Head

Date

Designated Owner-Custodian (Print Name)

Signature of Designated Owner-Custodian

Date