



PURCHASE REQUISITION _____

(Assign a 6 digit # > 100000)

Adobe Software Purchase / Renewal 2015

Use this form to purchase a new license. If you have an existing CLP license, you are in effect purchasing a new license under the new agreement so that you continue to get updated versions of the software through the contract term.

Software Delivery - Software will be delivered via the Mason server using SCCM/Casper. Please complete the following information to create a deployment ticket for the user/system. A user may manage more than one system but it is highly recommended that you keep adequate documentation to support installations/deployments for future audit.

You are authorizing the purchase of products for use on MASON OWNED machines ONLY.

Contact Name: _____

Approval Signature: _____

Email: _____@gmu.edu_

Telephone: _____

Date: _____

Department: _____

Org: _____

Mailstop: _____

Products to Install	Qty	Cost	Extended
Acrobat		\$90.00	
Creative Cloud Applications (Choose from the below)		\$390.00	
		Total	

Please indicate which applications you need and answer the questions on the back:

Acrobat Pro

Lightroom

Design User - Acrobat, Illustrator, InDesign, Photoshop, Flash Pro, Bridge, Media Encoder

Web User - Acrobat, Dreamweaver, Photoshop, Fireworks, Flash Pro, Bridge, Media Encoder

Web & Design User -Acrobat, Dreamweaver, Fireworks, Illustrator, InDesign, Photoshop, Flash Pro, Bridge, Media Encoder

Production User - Acrobat, Photoshop, Illustrator, Flash Pro, After Effects, Audition, Premiere Pro, Speed Grade, Prelude, Encore(?), Bridge, Media Encoder

Custom group (please list) _____.

Over Please

For each license purchased, please answer the following<

User/License 1

Is this a PC or Mac?

Is this a Laptop or Desktop computer?

Hostname of the Computer _____ (unknown if you don't know)

E-mail address for the End User using/responsible for the software _____.

Is this a lab computer used by students Yes No

If so, is Deep Freeze running? Yes No

Is there any Adobe trial software currently installed on the computer? Yes No

User/License 2

Is this a PC or Mac?

Is this a Laptop or Desktop computer?

Hostname of the Computer _____ (unknown if you don't know)

E-mail address for the End User using/responsible for the software _____.

Is this a lab computer used by students Yes No

If so, is Deep Freeze running? Yes No

Is there any Adobe trial software currently installed on the computer? Yes No

User/License 3

Is this a PC or Mac?

Is this a Laptop or Desktop computer?

Hostname of the Computer _____ (unknown if you don't know)

E-mail address for the End User using/responsible for the software _____.

Is this a lab computer used by students Yes No

If so, is Deep Freeze running? Yes No

Is there any Adobe trial software currently installed on the computer? Yes No

Over Please