

Zoom License Request Form

Important: This form is for approval purposes only. Once approved, you are responsible for purchasing the license using your department's PCard. PCard is the only accepted payment method. Zoom License approvals are valid for one (1) year and must be renewed annually.

REQUESTOR INFORMATION

Name:

Title:

College / Organizational Unit:

FUNDING SOURCE

Gift

If Other, please specify:

Grant

Auxiliary

Other Non-Operating

ZOOM LICENSE DETAILS

Pro

Number of Licenses:

Business

Estimated Cost Per License: \$

JUSTIFICATION

Why is a Zoom license needed over Microsoft Teams? Please identify the specific Microsoft Teams functionality that is unavailable or inadequate:

Is Zoom required by a grant, contract, accreditor, or external partner?

NO

YES – If yes, please attach documentation

ACKNOWLEDGMENT & SIGNATURES

By signing below, the requestor and department head acknowledge that: (1) the department assumes full financial responsibility for this Zoom license; (2) ET&S will not provide administrative support for departmentally-purchased Zoom accounts; (3) the license will be managed entirely by the department; (4) all purchases must be made using a PCard – no other payment method will be accepted; and (5) all applicable USNH procurement policies will be followed.

Department Head Signature

Printed Name

Date

REQUEST DETERMINATION:

Decision

CFO Signature

Date

☐ Approved

☐ Denied

CFO Name: _____ **Campus:** _____