**Subject:** (DEPARTMENT NAME) Cost for the Microsoft Campus Renewal FY17

Dear \_\_\_\_,

The Microsoft Campus agreement renews on July 1, 2017. The Campus Agreement provides Harvard eligible faculty and staff with a license to use the vast majority of Microsoft’s desktop and server products, including Office 365 (see attached list of licensed applications).  The cost of the Campus Agreement is shared based upon the University-wide distribution of faculty and staff FTEs as identified in the PeopleSoft HR database.  Your annual contribution to the Campus Agreement will vary from year to year based upon: 1) The University’s total FTE count, 2) your School/Department FTE count, and 3) the cost associated with the addition of any new products or services that the CIOs choose to add to the Agreement.

Below, you will find the cost of your share of the Campus Agreement for July 1, 2016 through

June 30, 2017. You will also find the billing code(s) that you chose to use for the previous renewal.

Please reply back to huitvm@harvard.edu to change your billing code(s) by 06/25/2016. If you do not respond by this date we will charge the billing code identified below.

            School/Department:

Total annual cost for July 1, 2016 through June 30, 2017:

Billing code:

If you have any questions regarding the Agreement or billing, please do not hesitate to contact

Harvard University Information Technology at [huitvm@harvard.edu](mailto:huitvm@harvard.edu)

Best Regards,

Director, HUIT Support Services