**Adobe Subscriptions for JMU Departments**

***General information:***

JMU has contracted with Adobe to provide Creative Cloud (CC) and Acrobat subscriptions for departmental use. The 3-year contract term is November 2020-November 2023. To participate, departments must commit to paying yearly for the number of “seats” or installations of CC for the duration of the contract. During the term of the contract, you may add seats but not remove seats. CC subscriptions cost $150/seat/year, and Acrobat subscriptions cost $75/seat/year.

A CC subscription consists of the [entire suite](http://www.adobe.com/creativecloud.html). The only component that may be licensed separately from the entire suite is Acrobat. Acrobat is part of CC, however if a department wants ONLY Acrobat for a specified number of users, subscriptions for it are available for $75/seat/yr. The Creative Cloud suite does not include **all** Adobe products, such as Adobe Stock, which can be purchased separately.

**Since the university is obligated to pay the entire yearly cost of the contract each November, no prorating is available. Departments will be charged the yearly fees for the products each January regardless of when it was purchased during the previous year.**

**There are 2 types of subscriptions:**

**Named user:** A subscription purchased for use by a **single individual**. These subscriptions have access to Adobe cloud-based storage and web tools, and give the faculty/staff member permission to install CC or Acrobat on multiple computers to be used only by that individual. The software can be installed at work, at home and on mobile devices, but only active on two computers at a time. Designate each user with their eID on the form below.

**Shared Device License (SDL):** A subscription purchased for use in a lab, shared workstation or similar environment where a **single computer** may have multiple users. These subscriptions require each user to have an Adobe ID (free Adobe accounts can be created on the Adobe.com site) in order to function. Designate each computer with its ESN on the form below. Departments that need to deploy Acrobat on shared computers must purchase a Creative Cloud SDL subscription ($150/computer/year).

Adobe products not included with CC must be licensed separately through JMU’s [Adobe CLP contract](http://www.jmu.edu/computing/software/departmental-software-purchases.shtml).

(ordering instructions on next page)

***How to order:***

Please complete the following information. An authorized expenditure approver needs to sign at the bottom of the form. **Requestor, User and Authorized Signature cannot all be the same individual.** Scan/email the completed, signed form to Becky Helmick ([helmicrp@jmu.edu](mailto:helmicrp@jmu.edu)).

Information Technology will process an ATV for the expenditure and send a copy of the completed ATV to the requesting department for record keeping.

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| **Date:** |  | | | | |
| **Requestor name:**  **(person who is to receive copy of ATV)** |  | | | | |
| **Requestor eID (not** employee #**):** |  | | | | |
| **Requestor phone #:** |  | | | | |
| **Requestor department & MSC:** |  | | | | |
| **Department Head name:**  **(or person with expenditure approval)** |  | | | | |
| **Organization code to be charged:** |  | | | | |
| **Creative Cloud “Named User” subscriptions:** | Total Number of Subscriptions | X $150= | Total | |
|  |  | |
| **Creative Cloud “Shared Device License” subscriptions:** |  | X $150= |  | |
| **\*Acrobat “Named User” subscriptions:** | Total Number of Subscriptions | X $75= | Total | |
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| **Total yearly cost:** | | | |  | |

\*select this option if you want Acrobat **only** for a specified number of seats.

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| Please list eIDs of faculty/staff for Named User subscriptions OR ESNs of computers for Shared Device License subscriptions: | | | | |
| **Creative Cloud (Named User)** | **Creative Cloud**  **(Shared Device License)** | **Acrobat (Named User)** | | |
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| I understand that I have committed my department to pay the subscription fees for the Adobe products listed above for each of the remaining years of the duration of the Adobe contract (through November 2023). I also understand that I am responsible to ensure that the number of installations of the products licensed does not exceed the number of subscriptions purchased. | | | | |
| **Authorized signature:** |  | | **Date:** |  |
| **Printed name:** |  | |  | |