



PURCHASING CONTRACTS AND POLICIES

Microsoft Software

The University of Arkansas has entered into an Enrollment for Education Solutions (EES) program with Microsoft. The EES provides faculty, staff and students access to O365 as well as other server, applications, storage and collaboration tools.

I. IT SERVICES

For technical questions regarding hardware/software information and guidance, and for access to installation codes, please connect with IT Services through the [IT Services Website](#) or contact the [IT Help Desk](#) (or 575-2905).

For all other questions related to departmental billing, login, installation, email, licensing or any additional assistance, contact the [IT Services Help Desk](#) (or 575-2905) and file a ticket at the IT Help Portal.

II. PURCHASES

For products not included in the EES agreement, contact JourneyEd (Microsoft authorized reseller):

JourneyEd.com, Inc.
Marcy Rodriguez
mrodriguez@journeyed.com
314/277-1125

NOTE: Microsoft software is available for purchase from the Tech Store for personal use with personal funds only. If departments are requesting Microsoft software for departmental use, then the requestor should utilize the EES contract. Departments will not be reimbursed for purchase of Microsoft software through any means other than the available ordering options.

NOTE: Any software licensing agreement or contract that requires a signature must be sent to your Procurement Coordinator in Procurement for review and acceptance of terms before a purchase takes place.