



MOUNT ROYAL  
UNIVERSITY  
1910

## Adobe License Request Form

This form can be filled out and signed in Acrobat Reader. If you are not using Acrobat, please print clearly and legibly. Once completed please submit by *email* to [licensmanager@mtroyal.ca](mailto:licensmanager@mtroyal.ca)

Name: \_\_\_\_\_ Asset No. \_\_\_\_\_  
Username: \_\_\_\_\_ Department: \_\_\_\_\_  
Office No. \_\_\_\_\_ Local: \_\_\_\_\_

Adobe software requested:

**Acrobat DC**

Create, convert, & edit PDFs

**Creative Cloud**

Includes Acrobat DC. Applications for graphic design, video editing, photography, & web development

**Adobe Sign**

When a legal audit trail is required for signatures (Send, *sign*, track, & manage signatures.)

Please present a business case stating why you require this software for your work duties.

Due to the limited number of licenses, IT Services reserves the right to remove Adobe Creative Cloud based on usage. All licenses will be installed on MRU owned computers only, no exceptions. Only one license will be issued per user, subject to the approval of the IT Department.

By signing below, you agree to the conditions stated above.

Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_