



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

### Purchasing Services

Nicole Westmoreland, MBA, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/794-2484

352/ 524-2221 e-mail: nwestmor@pasco.k12.fl.us

May 20, 2014

### MEMORANDUM

TO: Honorable School Board Members

FROM: Nicole Westmoreland, MBA, Purchasing Agent *NW*

SUBJECT: Pasco e-School  
Perpetual License (Lifeprint) Agreement

In accordance with Florida Statutes 1002.415, 1002.37, and Senate Bill 1676, beginning with 2009-2010 school year each school district must provide eligible K-12 students with the option of participating in a virtual instruction program. The program makes instruction available to students using online and distance learning technology in the nontraditional classroom. Please reference the attached memo from Ms. JoAnne Glenn, Principal for Pasco eSchool, for additional information. The agreement was approved by the District School Board's Attorney, Ms. Nancy Alfonso, on April 20, 2014.

At this time, we respectfully request that the Board approve the attached Perpetual License (Lifeprint) Agreement. Pasco e-School is requesting permission to place purchase orders not to exceed \$10,000, which allows the perpetual license for up to three courses. The Licenses will be funded through FTE earned by students enrolled in grades 6-12 when they successfully completed the course at the end of the semester. Services covered under this contract are considered educational services and therefore are exempt from the competitive pricing requirements as outlined in Department of Education 6A-1.012(11)(b).

Should you have any questions regarding this matter, please contact JoAnne Glenn or Debra Reaves, Purchasing Services, at your earliest convenience.

NW/dr

Attachments

Date/Time: May 14, 2014 09:44:00



## DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

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Pasco eSchool  
JoAnne Glenn, Principal  
813/ 346-1901 FAX: 813/ 346-1991  
E-MAIL: jglenn@pasco.k12.fl.us

May 2, 2014

To: Nicole Westmoreland, Purchasing Agent

From: JoAnne Glenn, Principal for Pasco eSchool

Subject: Perpetual License Agreement (Lifeprint)

In accordance with Florida Statute 1002.415, 1002.37 and Senate Bill 1676, beginning with the 2009-2010 school year, each school district shall provide eligible K-12 students within its boundaries the option of participating in a virtual instruction program. The program makes instruction available to students using online and distance learning technology in the nontraditional classroom.

To provide the secondary students enrolled in Pasco eSchool with a variety of learning opportunities and to bring the curriculum and operation of the program into closer alignment with our traditional schools, Pasco eSchool requests approval to purchase online course content from Lifeprint for deployment on the district's learning management system.

The perpetual license agreement will allow for unlimited enrollments, both within the Pasco eSchool program and for blended learning opportunities throughout the school district.

We are requesting approval for \$10,000, which allows for the perpetual license for up to three courses. The costs associated with this contract will be funded through FTE earned by students enrolled in grades 6-12 when they successfully complete the course at the end of the semester.

## LICENSE AGREEMENT

This License Agreement ("Agreement"), is effective on \_\_\_\_\_, 2014 ("Effective Date") and is made by and between "Lifeprint" a California corporation with principal place of business at 8506 Everglade Dr. Sacramento CA 95826-3617, ("Lifeprint") and Pasco eSchool, with its principal place of business at 2323 Little Rd. New Port Richey, FL 34655 ("Pasco eSchool") (individually "Party", and collectively "Parties").

**WHEREAS** Lifeprint has developed and owns, or has acquired and owns, certain Intellectual Property Rights (as defined below) in connection with the Lifeprint content on the website www.Lifeprint.com (as defined below), and Lifeprint has the right to license said Intellectual Property Rights;

**WHEREAS** Pasco eSchool is a distance learning company that operates virtual schools and desires to acquire a perpetual license to use Lifeprint Content (as defined below) to develop curriculum for its virtual schooling model;

**WHEREAS** the Parties desire to enter into an agreement whereby Lifeprint agrees to license the Lifeprint Content (defined below);

**NOW, THEREFORE**, in consideration of the mutual promises, representations, covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

### 1. Definitions

1.1 "Authorized Users" (or individually an "Authorized User") shall mean students enrolled in a Pasco eSchool program or course and the students' teachers, adult parent/guardian(s) or instructional aides working with Pasco eSchool' students, and administrators/staff of Pasco eSchool, on whose behalf Pasco eSchool is authorized to provide access to the Lifeprint Content used by Pasco eSchool via the internet through the secure Pasco eSchool Learning Management System, pursuant to the terms and conditions of the Agreement. Pasco eSchool may provide temporary access to third parties including one or more public school districts or regions, charter sponsors, state and federal administrators, government regulators, accrediting agencies who are evaluating and/or reviewing Pasco eSchool, with access to the Lifeprint Content used by Pasco eSchool, for the limited purpose of evaluating or review of the Lifeprint Content or Pasco eSchool's services.

1.2 "Authorized Use" shall mean Pasco eSchool's use of the Lifeprint Content for Authorized Users for educational purposes only.

1.3 "Confidential Information" shall mean information and trade secrets relating to either Party's past, present and future research, data, business strategies, marketing plans, development and business activities, work in process, development, servicing, financing, personnel or other matters relating to Party, designs, computer programs and code, machines, devices, systems, products, sales, suppliers, clients, employees, investors or business, student and parent lists and information, personnel and financial information whether in oral, written, graphic or electronic form. Confidential Information includes information relating to the specific terms of this Agreement.

1.4 "Intellectual Property" means copyrights, trademarks, patents, designs, industrial designs, trade secrets, moral rights, rights of publicity, authors' rights, contract and licensing rights, goodwill and all other rights as may exist now and/or hereafter come into existence, and including all renewals and extensions thereof, regardless of whether such rights arise under the law of the United States or any other state, country or jurisdiction.

1.5 "Learning Management System" (or "LMS") shall mean Pasco eSchool's proprietary learning management system including its assessment engine.

1.6 "Term" shall have the meaning assigned to it in Section 2 hereof.

1.7 **“Lifeprint Content”** shall comprise the following components licensed at the option of Pasco eSchool: ASL 1-3 (consisting of lessons 1 through 45), including all associated content, assessments, images, and multimedia in electronic version.

2. Term. This Agreement shall commence on the Effective Date above, and shall continue in perpetuity, unless terminated prior thereto in accordance with the terms of this Agreement.

3. Grant of Rights.

3.1 Lifeprint hereby grants to Pasco eSchool a non-exclusive license to upload into the LMS, copy, modify, make, have made and use products that incorporate, or are otherwise based on the Lifeprint Content, in whole or in part, and to create its own derivative works of, and otherwise use and adapt the Lifeprint Content and to license, display, perform, transmit, execute, resell, print into a lesson guides, distribute and otherwise commercialize products and services that include or are combined with the Lifeprint Content or parts thereof in any manner, and using any media now existing that Pasco eSchool sees fit pursuant to and in accordance with the expressed terms of this Agreement.

3.2 Delivery of Lifeprint Content. On execution of the Agreement, Lifeprint shall deliver to Pasco eSchool a DVD or other media with the Lifeprint Content analogous to the Lifeprint website at www.Lifeprint.com which Lifeprint has vetted and has conformed the ability to provide the rights granted under this Agreement.

3.3. Additional Content. From time to time, Lifeprint may create new and/or additional products and/or services that are not included or packaged with the Lifeprint Content provided under this Agreement (the **“Additional Content”**). Lifeprint reserves the right to require the payment of additional fees in consideration for access to and use of the Additional Content or special sections to the existing products, exclusive of the Lifeprint Content covered herein. If Pasco eSchool wishes to obtain a license to access and use any Additional Content, Pasco eSchool will be required to execute a separate agreement or an amendment with Lifeprint and pay such additional fees.

3.4 Training/Consulting. Lifeprint may provide training or consultation for Lifeprint Content, either virtually, or at the Pasco eSchool facilities, and the cost of any such training will be mutually agreed to by the Parties.

4. Payment.

4.1 Pasco eSchool shall provide payment for the Lifeprint Content it selects and desires to license as set out in **Exhibit A.**

4.2 Payment Due Date. Except as otherwise provided for herein, Pasco eSchool shall pay all Lifeprint invoices within thirty (30) days of the invoice date.

5. Intellectual Property Protection

5.1 Use of Trademarks. Subject to the terms and conditions of this Agreement, each Party hereby authorizes the other to use its Intellectual Property to the extent necessary for the other Party to perform its obligations or exercise its rights under this Agreement. Subject to the rights granted herein, each Party shall retain all rights, title and interest in and to their respective Intellectual Property.

5.2 Ownership of Pasco eSchool Courses. Lifeprint acknowledges and agrees that Pasco eSchool shall own all rights, title and interest to any educational materials including, but not limited to tutorials and course materials that Pasco eSchool creates referencing Lifeprint as a resource and incorporating Lifeprint Content, including all copyrights and other Intellectual Property Rights inherent therein or appurtenant thereto, other than any Lifeprint Content included therein, which shall remain the sole property of Lifeprint. Lifeprint agrees that Pasco eSchool

shall own all right, title and interest in and to any derivative works or modifications to the Lifefprint Content that is developed by Pasco eSchool (or any party acting on Pasco eSchool' behalf), including all copyright and other intellectual property rights inherent therein or appurtenant thereto ("**Pasco eSchool IP**"). Lifefprint assigns, and agrees to assign, to Pasco eSchool all rights, title and interest it may have or obtain in any of the Pasco eSchool IP, including any copyrights or other intellectual property rights therein or thereto. Lifefprint acknowledges and agrees that Pasco eSchool students may own the portion of any student project that is severable from the Lifefprint Content (but not the Lifefprint Content) where the entire document including the Lifefprint Content constitutes an educational record, retention of which is required by law.

5.5 Attribution. Pasco eSchool shall cause to appear on all Lifefprint Content incorporated, or on any Lifefprint Content displayed on advertising and promotional materials the following attribution language "©[year], www.Lifefprint.com. Used with permission."

5.6 Notice of Infringement. The Parties shall notify each other promptly in writing of any alleged infringements or imitations by others of either Party. Where alleged infringements or imitations are of Lifefprint's Content, Lifefprint shall have the sole right to determine what, if any, actions shall be taken on account of any such infringements or imitations. If Lifefprint so desires it may prosecute any claims or suits in its own name or join Pasco eSchool as a party thereto, all at Lifefprint's expense. Likewise where alleged infringements or imitations are of Pasco eSchool' Content, Pasco eSchool shall have the sole right to determine what, if any, actions shall be taken on account of any such infringements or imitations. If Pasco eSchool so desires it may prosecute any claims or suits in its own name or join Lifefprint as a party thereto, all at Pasco eSchool' expense.

## 6. Promotion.

6.1 Pasco eSchool Curriculum Catalog and Other Materials. The Parties grant each other the right to reference the other Party in its curriculum catalog (if any), website(s) and other materials as long as such use by a Party is in accordance with Sections 5 and 6. Lifefprint agrees to allow Pasco eSchool to use screen shots and demos of Lifefprint's Content for use on the Pasco eSchool' public website or other websites Pasco eSchool develops in the future (upon notifying Lifefprint of the link) and also in Pasco eSchool' printed or electronic promotional materials (including DVDs and other electronic media).

## 7. Confidentiality.

Each Party agrees that it shall not disclose to any third parties, the terms or conditions of this Agreement or any Confidential Information of the other Party, except as expressly authorized herein. The provisions of this Section shall not apply to any information which: (a) was at the time of disclosure to a Party, in the public domain, (b) after disclosure to a Party becomes part of the public domain through no fault of the receiving Party, (c) was in the possession of the receiving Party prior to the time of disclosure to it without any obligation of confidence or any breach of confidence, (d) was received after disclosure to a Party from the third party who had a lawful right to disclose such information to it, (e) was independently developed by a Party without reference to the confidential information of the Party or (f) was ordered to be disclosed by a court, administrative agency, or other governmental body with jurisdiction over the Parties hereto, provided that the ordered Party will first have provided the disclosing Party with prompt written notice of such required disclosure and will take responsible steps to allow the disclosing Party to seek a protective order with respect to the confidentiality of the information required to be disclosed. Further, the ordered Party will promptly cooperate with and assist the disclosing Party in connection with obtaining such protective order.

## 8. Representations and Warranties.

8.1 Each Party hereby represents and warrants to the other Party that: (a) it has the power and authority to enter into this Agreement, and is permitted by applicable law and regulations to enter into this Agreement, (b) it will comply with all applicable laws in the performance of its obligations under this Agreement, in particular with any federal and state rules regarding student records, privacy, and the commercial use of student information.

CONTRACT REVIEWED  
AND APPROVED:

nw 5.7.14

including but not limited to the Family Educational Rights and Privacy Act; and (c) it is not subject to any other agreement that would conflict with its ability to perform its obligations under this Agreement.

8.2 Lifestrip hereby represents and warrants that the Lifestrip Content provided under this Agreement will be the most current version that Lifestrip has made available on its website and in good faith and to the best of its knowledge is free from material defects, any self-destruction mechanism, hidden files, and encrypted imbedded keys unknown to Pasco eSchool or any copy-protection scheme which interferes with Pasco eSchool's abilities to exercise its rights and privileges under this Agreement or other computer operations of Pasco eSchool. Furthermore, Lifestrip hereby represents and warrants to Pasco eSchool that it has all right, title and interest in or is duly licensed to use the Lifestrip Content subject to this Agreement, that it is authorized to distribute the Lifestrip Content in accordance with the terms of this Agreement, and further represents and warrants to Pasco eSchool that its performance hereunder does not violate any copyright, patent, trade secret or other proprietary right of any third party and that there is currently no actual or threatened suit by any third party with respect to these.

## 9. Indemnification

9.1 Indemnification by Pasco eSchool. Pasco eSchool agrees to indemnify and hold harmless Lifestrip, its officers, directors, employees and agents from any act or omission of Pasco eSchool which liability arises out of any lawsuit, claim or demand based upon any breach or violation of any warranty, representation, term or condition of this Agreement by Pasco eSchool.

This indemnification shall include all damages, interests, reasonable attorney's fees, costs and expenses which may be levied against or incurred by Lifestrip, its officers, directors, employees and agents, including costs of collection of all amounts owed to Lifestrip by Pasco eSchool and costs of all actions by Lifestrip against Pasco eSchool to enforce Pasco eSchool's compliance with this Agreement.

This obligation to indemnify and hold harmless Lifestrip, its officers, directors, employees and agents shall not apply to any lawsuit, action, legal proceeding, claim or demand which is solely due to the negligence or wrongful acts of Lifestrip, its officers, directors, employees and agents or any alleged copyright or trademark infringement which is based on a claim that the approved use by Pasco eSchool of the Lifestrip Content infringes the copyright or trademark rights of such third parties.

9.2 Indemnification by Lifestrip. Lifestrip agrees to indemnify and hold harmless Pasco eSchool, its officers, directors, employees and agents from any act or omission of Lifestrip, its officers, directors, employees and agents, which liability arises out of any lawsuit, claim or demand based upon:

- (a). Any alleged copyright or trademark infringement which is based on a claim that the approved use by Pasco eSchool of the Lifestrip Content infringes the copyright or trademark rights of such third parties; or
- (b). Any breach or violation of any warranty, representation, term or condition of this Agreement by Lifestrip

This indemnification shall include all damages, interests, reasonable attorney's fees, costs and expenses that may be levied against or incurred by Pasco eSchool, its officers, directors, employees and agents. This obligation to indemnify and hold harmless Pasco eSchool, its officers, directors, employees and agents shall not apply to any lawsuit, action, legal proceeding, claim or demand which is solely due to the negligence or wrongful acts of Pasco eSchool, its officers, directors, employees and agents.

9.3 Process. If an action is brought for which indemnity is sought under this Section, the Party seeking indemnity will send written notice within fifteen (15) days after learning of such claim, demand or cause of action

to the other Party specifying the nature of the action and the total damages or other relief sought. The Party seeking indemnity will reasonably cooperate with the indemnifying Party to defend and or settle such claim at the indemnifying Party's expense in connection with the defense of any such action. The Party seeking indemnity reserves the right to employ separate counsel and participate in the defense at its expense.

## 10. Termination

10.1 Grounds for Termination. Except as otherwise stated herein, this Agreement may be terminated immediately upon the occurrence of one or more of the following events:

(a) Either Party may terminate this Agreement immediately upon written notice to the other Party at any time if the other Party is in material breach of any provision of this Agreement, and has failed to cure that breach within thirty (30) days after receipt of written notice thereof, or has failed to take reasonable steps to cure such breach if it cannot be cured within such thirty (30) day period.

(b) By law. If Lifeprint or Pasco eSchool is ordered to withdraw, discontinue, remove or recall any Lifeprint Content by a government or governmental agency, regulatory body, court or the like.

10.2 Survival. The terms of this Agreement that, by their nature, should survive the termination or expiration of this Agreement shall survive.

## 11. Miscellaneous

11.1 Relationship of Parties. Pasco eSchool and Lifeprint are independent contractors with respect to one another, and except as otherwise provided for herein, this Agreement will not be interpreted to create any agency, joint venture, employment or partnership relationship. Nothing contained herein shall affect, limit or alter in any way the business activities of Lifeprint or any of its related companies.

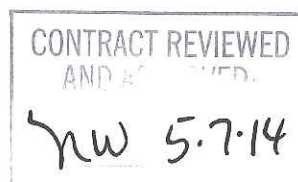
11.2 Bankruptcy and Insolvency. All rights and licenses granted under or pursuant to this Agreement by Lifeprint to Pasco eSchool are, and shall otherwise be deemed to be, for purposes of Section 365(n) of the United States Bankruptcy Code, 11 U.S.C. Section 101, *et seq.* (the "**Bankruptcy Code**"), licenses of rights to "intellectual property" as defined under Section 101 of the Bankruptcy Code. The Parties agree that Pasco eSchool shall retain and may fully exercise all of its rights and elections under the Bankruptcy Code, and that Pasco eSchool shall have the right to retain and enforce its rights under this Agreement provided it abides by the terms of this Agreement.

11.3 Force Majeure. For a reasonable time period, each Party will be excused from delay or failure in performance due to causes beyond such Party's reasonable control including without limitation, acts of God, government action, regulations, riots, wars, floods, earthquakes.

11.4 Notices. Any notices given under this Agreement shall be delivered either by messenger or overnight delivery service, or sent by facsimile with a confirmation sent via certified or registered mail, postage prepaid and return receipt requested, and shall be deemed to have been given on the day when received by the Party to whom the notice is given.

### Lifeprint Contact Person(s):

William Vicars, EdD  
Lifeprint  
8506 Everglade Dr.  
Sacramento CA 95826-3617  
Email: [BillVicars@aol.com](mailto:BillVicars@aol.com)



Pasco eSchool Contact Person(s):

JoAnne Glenn  
Principal  
7227 Land O Lakes Blvd.  
Land O Lakes, Florida 34638  
(813) 346-1900  
jglenn@pasco.k12.fl.us

11.4 Assignment and Survival of Rights. Both Parties may freely assign this Agreement without the consent of the other Party. This Agreement will be binding upon, enforceable by, and inure to the benefit of the Parties and their respective successors and permitted assignees. The Parties shall require any successor (whether direct or indirect, by purchase, merger, consolidation or otherwise) to all or substantially all of the business or assets of the Corporation, expressly to assume and agree to perform this Agreement in the same manner and to the same extent that the each Party would be required to perform if no such succession had taken place and shall provide documentation to the other party that confirms this. Such documentation shall serve as notice.

11.5 Waiver. No waiver of any provision of this Agreement will be effective unless it is in a signed writing by both parties, and no such waiver will constitute a waiver of any other provision(s) or of the same provision on another occasion.

11.6 Governing Law; Venue. This Agreement shall be governed, construed, and interpreted in accordance with the laws of the State of Maryland (without respect to principles of conflicts of law), and the Parties hereby submit to the jurisdiction of and venue in the State of Maryland in any legal proceeding necessary to interpret or enforce this Agreement or any part of this Agreement.

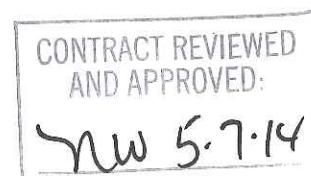
11.7 Attorney's Fees. In any action to enforce any right or remedy under this Agreement or to interpret any provision of this Agreement, the prevailing Party will be entitled to recover its reasonable costs, including reasonable attorneys' fees, through all levels, including appeal.

11.8 Arbitration. Except for the right of either Party to apply to a court of competent jurisdiction for a temporary restraining order, a preliminary injunction, or other equitable relief to preserve the status quo or prevent irreparable harm, any controversy or claim arising out of or relating to this Agreement or to its breach shall be settled by an arbitration administered by J.A.M.S. and pursuant to its rules, and judgment upon award rendered in such arbitration may be entered in any court of competent jurisdiction. The non-prevailing Party shall pay all arbitration and court costs, reasonable attorney's fees and legal interest on any award or judgment in favor of the prevailing Party.

11.9 Severability. If any term of this Agreement is found by a court of competent jurisdiction to be in whole or in part unenforceable, then the remainder of this Agreement shall continue in effect so long as the Agreement still expresses the intent of the Parties. If the intent of the Parties cannot be preserved, this Agreement shall be null and void.

11.10 No Third Party Beneficiaries. This Agreement is for the benefit of, and shall be enforceable by, the Parties only. This Agreement is not intended to confer any right or benefit on any third party. No action may be commenced or prosecuted against a Party by any third party claiming as a third-party beneficiary of this Agreement.

11.11 Joint Drafting and Neutral Construction. This Agreement is a negotiated document and shall be deemed to have been drafted jointly by the Parties, and no rule of construction or interpretation shall apply against any particular Party based on a contention that the Agreement was drafted by one of the Parties and shall be construed and interpreted in a neutral manner.







**Exhibit A: Payment Information**

On execution of the Agreement Pasco eSchool shall pay Lifepoint \$10,000. This amount is non-refundable and to be kept by Lifepoint in the event Pasco eSchool decides not to use any Lifepoint Content.

Upon review and determination of which of the components Pasco eSchool wishes to license in perpetuity, Pasco eSchool shall pay Lifepoint for a perpetual license for the components to the extent that they currently exist as listed below:

<b>Component</b>	<b>Details</b>	<b>Payment</b>
ASL 1	15 lessons (i.e., all associated content, assessments, images, and multimedia)	
ASL 2	15 lessons (i.e., all associated content, assessments, images, and multimedia)	
ASL 3	15 lessons (i.e., all associated content, assessments, images, and multimedia)	
Fingerspelling	All associated content, assessments, images, and multimedia)	
Numbers	All associated content, images, and multimedia)	
Curriculum Practice Sheets, Workbooks, Powerpoints, and sample tests.	All associated content, images, and multimedia in electronic versions.	
		\$10,000

CONTRACT REVIEWED  
AND APPROVED:  
NW 5.7.14

University of South Florida  
UCO- Student Accounting  
4202 E. Fowler Ave, ALN 147  
Tampa, FL 33620

Voice: (813) 974 6044 / Fax: (813) 974 3618  
Email: busfin-studentaccounting@usf.edu



### Third Party Billing Agreement Form

An outside agency wanting the University to bill for a student's tuition and fees can use this form if they do not have a standard letter of authorization. Please read Agency Billing Overview, outlining the third party billing arrangement, before submitting this form. **If no other written authorization exists, this form must be submitted before 5 pm by the fourth day of classes. USF must have this information on file prior to be able to properly process student invoicing. In order to be invoiced for book purchases, please submit this form at least one week before classes begin. This will allow the student to purchase books prior to the start of classes.**

Sponsor Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

\_\_\_\_\_ *City & State* \_\_\_\_\_ *Zip Code* \_\_\_\_\_ *Country*

Sponsor Phone: ( ) \_\_\_\_\_ Contact Person: \_\_\_\_\_

Student's Name: \_\_\_\_\_ U#: \_\_\_\_\_

Semesters covered: \_\_\_\_\_  
*(e.g. Fall 2012)*

**Sponsor will pay for the following (check all that apply):**

- Full Registration Fees
- Partial Registration Fees (indicate amount): \_\_\_\_\_
- Up to a # of credit hours (indicate both): \_\_\_\_\_  
*# credit hours (e.g., 12)* *Maximum amount (e.g., \$2000)*
- Books\* (indicate amount): \_\_\_\_\_
- Dining (indicate amount): \_\_\_\_\_
- Housing (indicate amount): \_\_\_\_\_
- Health Insurance (indicate amount): \_\_\_\_\_
- Other Fees (please list which ones & indicate amount): \_\_\_\_\_

*\*For book billing, please submit this form at least one week before classes begin.*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the University of South Florida to invoice for the specified charges listed above. I have read and understood the USF's Agency Billing Overview, outlining the third party billing arrangement and I agree to the terms.

Authorized Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Sponsor (Print Name): \_\_\_\_\_

CONTRACT REVIEWED  
AND APPROVED:  
NW 5.7.14