May 18, 2005

NIS MEMORANDUM 05-04

To:          All Texas Transportation Institute (TTI) Employees
Subject:  Adobe Acrobat Software

Over the past few years, TTI has purchased a limited number of Adobe Acrobat licenses for the use of TTI employees who required the full Acrobat program. Individuals who already have Acrobat installed on their systems may continue to use the software with no charge unless upgrades to a new version are needed.

For individuals who need to install Acrobat for the first time, or those who need the latest version, NIS has purchased several copies of the latest version 7 at a quantity discounted price. Each license purchased will allow one individual to use the software on two machines. The discounted cost will be billed back to an account provided by the individual requesting the software.

Effective immediately, TTI will no longer fund purchases of Adobe Acrobat Standard edition through NIS accounts. The steady increase in the number of users requesting this non-core software necessitates this change. Because Acrobat is considered to general use application, it should be charged to an overhead account unless specific justification can be provided to the Business Office for charging a research project. To request the discounted Acrobat program, please log in to My Stuff and the Adobe Request form can be found under the Our Forms or My Forms section.

This change does not affect free Acrobat Reader software. The latest version of Acrobat Reader can be downloaded at no cost from a number of websites, including the Adobe site at http://www.adobe.com/products/acrobat/readstep2.html.

If you have any questions concerning use of your accounts, please contact Cecily Sebesta in the Business Office. For questions concerning Adobe Acrobat, please contact Maria Richardson.

Kassandra Agee-Letton
Chief Information Officer