



FLORIDA STATE UNIVERSITY
Acknowledgement of Intellectual Property Law Requirements

IF A SEPARATE WORK FOR HIRE AGREEMENT (OR IF THAT IS NOT POSSIBLE A SEPARATE, DETAILED USE LICENSE), WILL NOT BE SUBMITTED WITH YOUR REQUISITION, THIS FORM MUST BE COMPLETED AND SIGNED BEFORE A PURCHASE ORDER WILL BE ISSUED. IT WILL BE E-FILED WITH THE PURCHASE ORDER, SUBJECT TO EXTERNAL AND INTERNAL AUDIT.

Note: This Acknowledgement Form will not be accepted unless the decision maker executes it. If a support staff member (which includes business or financial staff responsible for entering or approving requisitions in OMNI) executes the form rather than the decision maker, it will be returned for correction before the purchase order will be issued or the contractor will be paid.

I, _____ am the Florida State University faculty or staff member who made the decision to enter in to a contract with the artist/vendor named below. I understand that additional laws apply to procuring creative works, and the university purchase order is not legally sufficient to secure the rights to use the images or other creative works, in print, on the web, or in any public venue.

I certify that I am the individual responsible for initiating this purchase of services involving intellectual property. I understand that failing to obtain a signed "work for hire" agreement or, at a minimum, a separate written and signed use license that is legal in both form and content, from the photographer or other creative artist, means that I am not purchasing, nor does FSU own, the images or other artistic/creative output. I understand that unless FSU secures ownership of the images or obtains a detailed use license that we have no legal right to use them in any publication, website, or other public venue.

I further certify that I have discussed this matter with my dean, director, or department head and that he or she has authorized me to make this decision on behalf of my department and to execute this Acknowledgement Form. He or she further understands and agrees that any costs arising from my decision not to secure the rights to use the works are the responsibility of this department.

Name of Independent Contractor: _____ Requisition # _____

Title of individual named above: _____ Phone # _____

Signature of individual named above: _____ Date: _____

Name of Dean, Director, or Department Head (signature not required): _____