



Mary Taylor, CPA

Auditor of State

TO: UAN CLIENTS
FROM: UAN STAFF
DATE: JANUARY 15, 2009
SUBJECT: UNAUTHORIZED SOFTWARE

Our technical staff has been connecting to client computers that require technical assistance and they are discovering unauthorized software installed on the UAN hardware.

If an entity would like to install software on the UAN hardware, send a written request to UAN. If UAN grants approval to install the software, you will receive a letter authorizing the installation of the software.

UAN Local Governments are not permitted to install unauthorized software on the UAN hardware as agreed in the UAN User Agreement that each entity is required to sign. The following language is in the UAN User Agreement:

III. LOCAL GOVERNMENT OBLIGATIONS

Local Government obligations are represented in this Agreement as well as in any administrative rules which AOS may later adopt.

A. Computer Hardware

5. Local Government agrees that all Hardware provided by AOS to the Local Government Fiscal Officer and authorized designees of the Local Government Fiscal Officer shall be used only for the purposes of serving the needs of the Local Government to meet the requirements of the UAN.

B. Computer Software

5. Local Government agrees that only Software provided by AOS will be installed on the Hardware provided by AOS. Unauthorized installation of Software will result in the Local Government being held responsible for any costs incurred in the removal of the

Software or costs resulting from the unauthorized installation of Software.

EXHIBIT D

**LOCAL GOVERNMENT FISCAL
OFFICER'S USER AGREEMENT**

**AUDITOR OF STATE
UNIFORM ACCOUNTING NETWORK
AUTHORIZED USER AGREEMENT**

1. I understand that AOS owns the Hardware and that it has been provided to Local Government solely for participation in the UAN. I agree to follow all instructions issued by AOS for the care and maintenance of the Computer Equipment and to use it only for the official business of the Local Government. If the Computer Equipment is to be located in my home, I also agree to allow authorized agents of AOS and the Local Government to have reasonable access to it. I understand that if it becomes necessary to repair or to remove the Computer Equipment, I may be required to allow access to the Computer Equipment during regular business hours after I have received reasonable notice.