

# Columbus ServicePoint User License Relinquishment Form

Please complete the following information and return a copy of this form to:

**CSB Database Administrator  
Community Shelter Board  
111 Liberty Street, Suite 150  
Columbus, OH 43215**

**Agency Name:** \_\_\_\_\_

Per CSP policy agencies may relinquish unused licenses to CSB for the redistribution process. Please indicate below the number of licenses your agency wishes to relinquish.

Type of License	Number of licenses being relinquished
CSP End User License	
ART Viewer License	
ART Ad Hoc License	

According to CSP Policy, our agency wishes to relinquish the licenses indicated above.

**Agency Administrator Signature:** \_\_\_\_\_

**Date Form Submitted:** \_\_\_\_\_

Relinquishment goes into effect as of July 1st of the next fiscal year. Relinquished licenses will be made available as part of the annual License Redistribution process as outlined in the CSP Policies & Procedures.