

Policy Area: Business Office/Purchasing	Subject: Software
Effective Date: 2/15/2023	Page Number: 1
Approved Date: 2/15/2023 Revision Date:	Approved by: Administration
<p>1. Rationale or background to policy: To establish best practice recommendations for the procurement of software.</p> <p>2. Policy Statement: Faculty/staff should adhere to the following requirements regarding software requests/purchases.</p> <p>3. Procedures:</p> <ol style="list-style-type: none">1. Individuals who have identified a need for software that is not currently available should submit a ticket to the computing center help desk (x3333) who will do the following:<ol style="list-style-type: none">a. Verify if ULM already holds licenses for the product or a comparable product.b. Obtain a quote for the product2. If a quote is obtained, that quote should be forwarded to coporder@ulm.edu along with a purchase requisition in an email with the subject of Purchase Req.	