

The following process will be implemented beginning fiscal year 2017-18 for campus-wide purchases of Software, License Renewals, Computers and Monitor purchases.

**Computer / Monitors:**

1. Department will request a quote via IT Work Order system.
2. IT will email department the quote with request to verify if they want to proceed with the purchase.
3. Department Budget Manager must email the IT Department confirmation to purchase with the account number from their department's budget to use.
4. IT will enter the requisition using the department's budget code given.
5. Department must ensure budget is in the appropriate object code to cover the cost.
6. Department should send request for budget transfer to Budget Office for unrestricted budgets or Fiscal Services Office for restricted budgets, if the account line does not have sufficient budget to cover the expenditure.

It is the goal for IT to have all computers on a cycle to refresh automatically.

**Software Purchase & Renewals:**

7. Department Budget Manager will email IT request to purchase along with the following information:
  - a. Copy of last vendor agreement.
  - b. Contact information of vendor.
  - c. Account number from their department's budget to use.
8. IT will enter the requisition using the department's budget code given.
9. Department must ensure budget is in the appropriate Object Code to cover the cost.
10. Department should send request for budget transfer to Budget Office for unrestricted budgets or Fiscal Services Office for restricted budgets, if necessary.

It is the goal for IT to create a renewal log for software so, in the future, they will contact the department and see if they want their software renewed.

**The following object codes will only be accessible by IT. Department's will no longer have access.**

- 4305 – Instructional Printer / Monitors
- 4505 – Non-Instructional Printers / Monitors
- 4310 – Instructional Software (Initial Purchase of software)
- 4510 – Non-Instructional Software (Initial Purchase of software)
- 5806 – Instructional Software License Fee renewals
- 5807 – Non-instructional Software License Fee renewals
- 6405 – Computers