

OFFICE OF INFORMATION TECHNOLOGY Policies and Procedures Manual

4.4. Purchasing Computer Software Policy

4.4.1. Approval and Adoption

- 4.4.1.1. Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.
- 4.4.1.2. Modified to require all software purchases to be approved by the Office of the CIO. Approved by the Chief Information Officer and Executive Vice President and adopted effective 2/24/2005.
- 4.4.1.3. Modified to clarify procedure for receipt and storage of master disks and licenses. Approved by the Chief Information Officer and Executive Vice President and adopted effective 5/3/2007.
- 4.4.1.4. Modified to update naming of ULV to La Verne, and to include disposal of computer software. Reviewed and approved by the Interim Chief Human Resources Officer, Chief Information Officer, and the Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

Signature/Title/Date:

4.4.2. Purpose

- 4.4.2.1. To provide an appropriate method for the purchase of La Verne software applications at the lowest possible price that leverages economies of scale and ensures sufficient licenses to meet the desired needs.

4.4.3. Policy

- 4.4.3.1. The Office of Information Technology (OIT) shall have sole responsibility for purchasing of all standard desktop/laptop applications and enterprise software licenses.
- 4.4.3.2. All non-OIT departmental software license purchase requests must be forwarded to OIT for review and approval.

- 4.4.3.3. The department that purchased the software will be responsible for annual maintenance charges and regular up keep of the software.

4.4.4. Procedure

- 4.4.4.1. The Office of Information Technology (OIT) will purchase software licenses and/or annual maintenance as necessary for all and standard desktop/laptop software and enterprise software applications.

- 4.4.4.2. The process for departments wishing to purchase new software licenses using their departmental funds is as follows:

- 4.4.4.2.1. contact OIT with details of the desired software;

- 4.4.4.2.2. OIT will bid the software and send details to requesting department;

- 4.4.4.2.3. The department should then create, approve, and forward a purchase requisition to OIT for approval;

4.4.5. Disposal of Computer Software

- 4.4.5.1. OIT will dispose of software no longer of any use to the University using then current method.