

## Software Purchasing Procedures

“Software” includes stand alone software programs or online/web-based programs

1. Department/Campus submits request to Executive Director of Technology for approval to purchase software.
2. Department/Campus request must include specifics regarding version being requested, along with location and purpose of requested software and provides company information such as sales contact and/or company website.
3. Executive Director of Technology consults with Department of Curriculum and Instruction to ensure that requested software aligns with instructional goals.
4. If approved by Department of Curriculum and Instruction, Executive Director of Technology coordinates with the campus' computer technician, network administrators, and instructional technologists to research software for computer and network compatibility and may contact vendor to request demo of software for testing purposes, if demo is available.
5. Computer technicians, network administrators and campus personnel conduct testing to verify software compatibility prior to purchase.
6. After testing, campus technician and network administrators report results to Executive Director of Technology.
7. Based on research and/or testing, software request is then approved or denied and campus is notified.
8. Campus completes purchase order and places order for software.
9. Campus completes technology work order for installation once software is received.
10. Campus technician and/or network administrators coordinate with campus on timeline for implementation.
11. Executive Director of Technology coordinates with campus on import of staff, students, and /or courses into program, if needed.
12. Instructional technologists coordinate with campus regarding need for training and instructional support and consults with vendor, if needed.
13. Technology Department provides ongoing technical and instructional support once software is deployed.

