

Policy Procedure: Software Purchases

Policy Number: 512

Contact Information:

Forms: Library and Technical Services Internal Request Form, Centrally Funded Software Request Form (updated annually)

Last Reviewed Date: 06/03/2020

1. Individuals or departments should obtain a quote for the software they wish to purchase. In some cases, they will need to work with the local IT manager to obtain the quote.
2. The requesting individual/department should complete the Library and Technical Services Internal Request Form, attach the quote and submit it to Purchasing for processing.
3. Library and Technical Services will obtain the approval of the Vice President for Instructional and Information Technology prior to any purchase being made.
4. Depending on the nature of the software, additional forms may be required. These include the NVCC Contractor's Addendum, VCCS Non-Disclosure Agreement, Security Protocols, and/or SOC2 audit results.
5. Some purchases may require additional processing or approvals under existing procurement policies and procedures (i.e., Quick Quote, VCCS approval, sole source vendor, purchases in excess of single quote limits, etc.).
6. All purchases are subject to the availability of funds.
7. Departments are responsible for maintaining and/or updating licenses as necessary.