Policy Area: Business Office/Purchasing	Subject: Software
Effective Date: 2/15/2023	Page Number: 1
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1. **Rationale or background to policy:**
To establish best practice recommendations for the procurement of software.

2. **Policy Statement**:
Faculty/staff should adhere to the following requirements regarding software requests/purchases.

3. Procedures:
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:
 a.   Verify if ULM already holds licenses for the product or a comparable product.
 b.   Obtain a quote for the product

2. 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.