

Software Purchasing Procedures

Josh Riedy, Chief Information Officer (CIO)

Effective July 1, 2009

1. Software purchases of \$5,000 or more require a Purchase Requisition (PR). All purchases of \$5,000 or more will be reviewed by the Office of the CIO. Departments may purchase up to \$5,000 on the University Purchasing Card or voucher without a PR if it meets the following criteria:
 - a. Off-the-shelf or click-through application software with standard end user license agreements
 - b. Online resources (e.g. training, tutorials, reference collections) with standard end user license agreements
 - c. Support, upgrades and renewals of existing software
2. Submit a PR and a Non-Standard Software Purchase Form (form attached) to the Purchasing Office for purchases that fall within the following categories (applies both to purchases under and above \$5,000):
 - a. Any software purchase where the purchaser, Department Chair, Dean or Vice-President explicitly requests a review;
 - b. Software that requires a signed contract or agreement, as different from an End User License Agreement (EULA);
 - c. Custom software created by an outside vendor explicitly for a UND purchaser;
 - d. Off-the-shelf application software modified by an outside vendor explicitly for a UND purchaser;
 - e. Upgrades, renewals and support of the above.
3. UND Purchasing will forward all Non-Standard Software Purchase Forms and PRs to the Office of the CIO.
4. Within 3 working days the Office of the CIO will make one of the following recommendations to the purchaser and UND Purchasing:
 - a. Request for additional information;
 - b. Forward exception to University General Counsel for review;
 - c. Approve/Disapprove purchase.
5. Purchasing office will process approved requests and track those requests in #4a/b above. The Office of the CIO must give final approval to requests falling within #4a/b above and the Purchasing Office will be notified of such decisions. The CIO will review any purchasing requests under #2 above or are over \$5,000 even if a similar request has been already approved for another department.
6. This process shall become effective July 1, 2009.
7. Software purchased through campus software agreements is exempt from this policy. Please refer to the following link. <http://itss.und.edu/software.html>