

## How Do I Buy...

### ***Computer Software/IT Application***

**For Assistance Contact:** [Virginia Tech Information Technology Acquisitions \(ITA\)](#)

#### **Description of Purchase Process:**

Information Technology Acquisitions (ITA) is the university office charged by [University Policy 3015](#), “University Contract Signature Policy and Procedures” ([www.policies.vt.edu/3015.pdf](http://www.policies.vt.edu/3015.pdf)), to be the point of contact for all contracts related to computer hardware and software.

Information Technology has established a standard that governs the procurement of software. This standard sets requirements and review processes to be completed prior to ordering software. Adherence should minimize expenditures of effort and funds on software applications that may not be useable due to issues with university liability—particularly regarding system security and personal information and/or implications for the provision of resources beyond the procurement itself.

Included within this standard is any software application for data processing and/or network storage of data, which is commonly called “cloud services.” For assistance with any software or cloud service procurement, please contact the Computer Purchasing office <http://www.ita.vt.edu/purchasing.html>.