



How Do I Buy or Handle... *Computer Software/IT Application*

For Assistance Contact: [IT Procurement and Licensing Solutions \(ITPALS\)](#)

Description of Purchase Process:

IT Procurement and Licensing Solutions (ITPALS) is the university office charged by University Policy 3015, "[University Contract Signature Policy and Procedures](#)," 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 ITPALS at the [website](#).

Low-Risk, Low-Cost Software Purchase Program:

The [Standard for Delegated Authority for Procurement of Low-Risk Software and IT Services](#) went in to effect on August 1, 2022 and expedited acquisition of certain low-risk, low-cost software and IT services.

This program was established to simplify the procurement of low-risk, low-cost software and to expedite a process to acquire the tools required to support the mission of the university.

For more information on what qualifies for this program please visit the [FAQ's](#).

Click [here](#) to submit a Low-Risk, Low-Cost request.