Updated Software Purchasing Process

On behalf of Information Technology Services (ITS) and Procurement, we would like to inform you of an updated procedure for purchasing software within departments and for individual user licenses. This new process is designed to ensure that all software purchases comply with security, accessibility, and procurement policies, while streamlining approvals and enhancing our security posture.

- **Software Purchase Request Form:** Before purchasing software, departments must submit the [Software Purchase Request](#) form along with the necessary documentation (e.g., VPAT and HECVAT or [IT Security Questionnaire (PDF)](#)).

- **Security Review Process:** The IT Security team will review the submitted software documentation to ensure compliance with university and industry security requirements. The team will also work with the necessary users/departments to address any concerns with the vendor, if applicable.

- **Security Approval:** Once the software is approved by IT Security, the department will be notified and can proceed with the requisition process as per standard operating procedures. Procurement will also be notified of the security approval.

- **Existing Procurement Processes:** Please note that all current procurement processes remain in effect, including those for any purchases or contracts exceeding $20,000. Departments should contact Procurement at procurement@AState.edu for further guidance on these purchases.

This updated process is designed to protect institutional data and systems while ensuring compliance with relevant legal and regulatory requirements. We appreciate your cooperation in following this updated procedure for all future software purchases.

If you have any questions or require assistance, please contact IT Security (security@astate.edu) or Procurement (procurement@astate.edu).

Thank you for your attention to this matter.