FORT HAYS STATE UNIVERSITY
SOFTWARE PURCHASING PROCESS

Software Purchasing Tracks

1) Departments have the option of purchasing software and paying for it from their OOE.

    Procedure: Send the request to purchase the software to the CTC using the *Lotus Notes* Request for Computing Services form, and the CTC will review it and process it.

2) Departments have the option of requesting that the university central account be used to purchase software. In this case Departmental OOE is moved to the central account to cover the purchase. By moving the OOE money to the central account, there is inflation protection because any price increase will be covered by the central account.

    Procedure: Send the request to the CTC with a notation that the OOE will be moved to the central account using the *Lotus Notes* Request for Computing Services. In subsequent years the CTC will confirm the continuing need with the Department before renewal. If the software is no longer needed and departmental OOE was moved to the central account, the original cost of the software will be returned to the department's OOE.

3) A Department may want an Action Plan to pay for purchase of new software licenses or applications.

    Procedure: Send the request to the Mobile Teaching and Learning Committee (MTLC) for review. Once reviewed and approved by the MTLC and the CTC the department will then submit the action plan through normal channels. If funded through the action plan process renewals of the software license will be paid from the central account. Prior to renewal the department(s) will be asked to confirm continuing need.

4) A Department may request that software applications and licenses be reviewed for purchase from the central account at times other than through the Strategic Planning process (action plans).

    Procedure: Send the request to the Mobile Teaching and Learning Committee (MTLC) for review. Once reviewed and approved by the MTLC and the CTC, the recommendation of the MTLC will be sent to ISM for approval. If it is approved, the software will be purchased from the central account. If funded renewals of the software license will be paid from the central account. Prior to renewal the department(s) will be asked to confirm continuing need.

The Review Process

The MTLC will review the request considering the following:

- Alternative applications

- Availability of alternative licensing options

- Compatibility issues

- Faculty development and training issues

- Mobile applications for the software

CTC Staff reviews the request by considering the following:

- Existing licenses

- Existing licenses that can provide a similar function

- Other software and hardware requirements and staff requirements to implement the new software

- Other departments that may have similar needs

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