
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: PROCEDURES FOR ORDERING SOFTWARE

NUMBER: PRO 6-21

REFERENCE:

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I. PURPOSE

This procedure is to help the College assure that all purchased or leased software is compatible with the environment and goals of the institution.

II. PROCEDURE

- a. All requests for software to be purchased or leased shall be given to the Chief Information Officer before ordering. The request should include all pertinent information, including the Fund or Organization number of the budget to be charged.
- b. The Information Technology Department (IT) will assist with all software pricing and configurations. By having IT involved in the solicitation of these quotes, assurance is provided that all software requirements are met, that hardware components will work together correctly and that the best pricing is secured. To request quote assistance from IT please use the Helpdesk work order software located at the following link - <http://helpdesk/>
Note: any time constraint requirements for the quote must be clearly stated on the work order.
- c. A copy of the request along with the IT provided recommendation and quote shall be forwarded to the appropriate Vice President.
- d. The Vice President shall authorize the preparation of an online purchase requisition based on information found on the software request.
- e. Purchasing will issue the purchase order (PO) after all approvals are completed.
- f. A copy of the purchase order will be forwarded to IT for monitoring of College software and license listing.
- g. On receipt of software the department receiving the software will write up the Receiving Report (RR) and send to accounts payable for payment. The department receiving the software will also submit a work order to the IT Department with instructions to install the software.