

Make a request for a software purchase

The current Department Agreement form has been expanded:

- All purchases will need a valid speedtype before submitting for review.
- If the purchase is \$40,000 or more, you will be asked if there is only one vendor capable of providing the item or service (Sole Source). Also, if there is already a contract with them in place.
- If the software purchase amount is **under** \$4,500.00, approved purchases may now to be made with your ProCard. After the software approval notification is received you may make the purchase with your ProCard and attach the approval notification to the OnBase transaction form. Purchase amounts over \$4,500.00 will still need a purchase requisition to be entered to create a Purchase Order.
- If a Federal Grant speedtype is used, Sponsored Programs will now review.
- You can split the cost between multiple speedtypes.
- ITS and Compliance will have an abbreviated set of questions before review can begin.

If the purchase amount is under \$4,500 AND it does not include PHI, FERPA, HIPPA or integrate with university systems

- The purchase will be automatically approved and will not need to be evaluated further.

If the purchase amount is over \$4,500 AND does not include PHI, FERPA, HIPPA or integrate with university systems

- The purchase will be automatically approved and will not need to be evaluated further.

If the purchase amount is over \$4,500 AND does include PHI, FERPA, HIPPA or integrate with university systems

- The process will continue as it does currently.

Additional features:

- A software dashboard showing the status and area reviewing is now available for requesters.