HOW TO MAKE A REQUEST TO PURCHASE SOFTWARE

The Department Agreement Portal form has been expanded to expedite the software process on the front end for certain purchases:

- All software purchases will need a valid speed type before submitting your documents for review.
- If the purchase amount is $40,000 or more, you will be asked if there is only one vendor capable of providing the item or service (Sole Source). You will also be asked if there is already a contract in place with the vendor. If your purchase qualifies for a sole source approval, please include the completed, and approved, sole source justification form found here: Sole Source Justification Form
- If the software purchase amount is under $4500, approved purchases may be made with your ProCard. After submitting your quote / proposal to the Onbase Department Agreement Portal, you will receive an approval or denial notification via email. If the purchase is approved, you can proceed with the purchase by using a ProCard and you will need to attach the approval notification to your monthly ProCard reconciliation.
- Purchases over $4500 will still require a purchase order so you will need to enter a purchase requisition **BEFORE** making the purchase with the vendor.
- If Federal Grant speed type is used, Sponsored Programs will review for compliance with the grant.
- You can split the cost between multiple speed types.
- There will be an abbreviated set of questions from Information Technology Services (ITS) and Information Security and Compliance Office (ISCO) that need to be answered to ensure compliance with our systems before any further review is completed.

Review Processes:

If the purchase amount is under $4500 and it **DOES NOT** include Personal Health Information (PHI), Federal Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) information to integrate with university systems:
- The purchase will be automatically approved and will not need to be evaluated further.

If the purchase amount is under $4500 and **DOES** include PHI, FERPA, HIPAA information:
- The purchase will continue as it does currently with reviews completed by
    - ITS and ISCO
    - Legal
    - Procurement

If the purchase amount is over $4500 and **DOES or DOES NOT** include PHI, FERPA, HIPAA information:
- The purchase will continue as it does currently with reviews completed by
    - ITS and ISCO
    - Legal
    - Procurement

Additional features:

A software dashboard showing the status and area currently reviewing the agreement is now available. The dashboard can be accessed here: [Software Request Status](#). If you can't access this link please email softwarepurch@louisville.edu.