Procedures for procuring New Software and Software Renewals

New Software Purchase

Step 1: Prepare a requisition for new and renewal software purchases through **UCMarket** using the following account and commodity codes:

Click Proceed to Checkout

For new software, please use the account code of 750936. Once you have reviewed, please proceed to the next step Internal Notes and Attachments.

Step 2: Attach the quote and applicable license agreement to that requisition and submit the requisition for approval.

Step 3: Review your order and submit your requisition for approval.

The requisition will route through the Office of Technology for approval. The Office of Technology will review your requisition and contact you if there are any questions about your purchase. If the software is deemed non-compatible with the campus infrastructure, the requisition will be returned to you with an explanation. Note: The Technology Support Center will also create a ticket for the installation of your software at this point, and will probably send you some questions regarding the installation locations for your software purchase.

Step 4: Once the requisition appears in the "Procurement Queue", the Office of Procurement will work with Legal Affairs for review and approval of the End User License Agreement and any other required legal documents. Note: If the vendfa9-6(i)-6(o)nxon a(c)4(hnc(e)4(m)p-2(a)-2(he)4(( )]-2(ur)
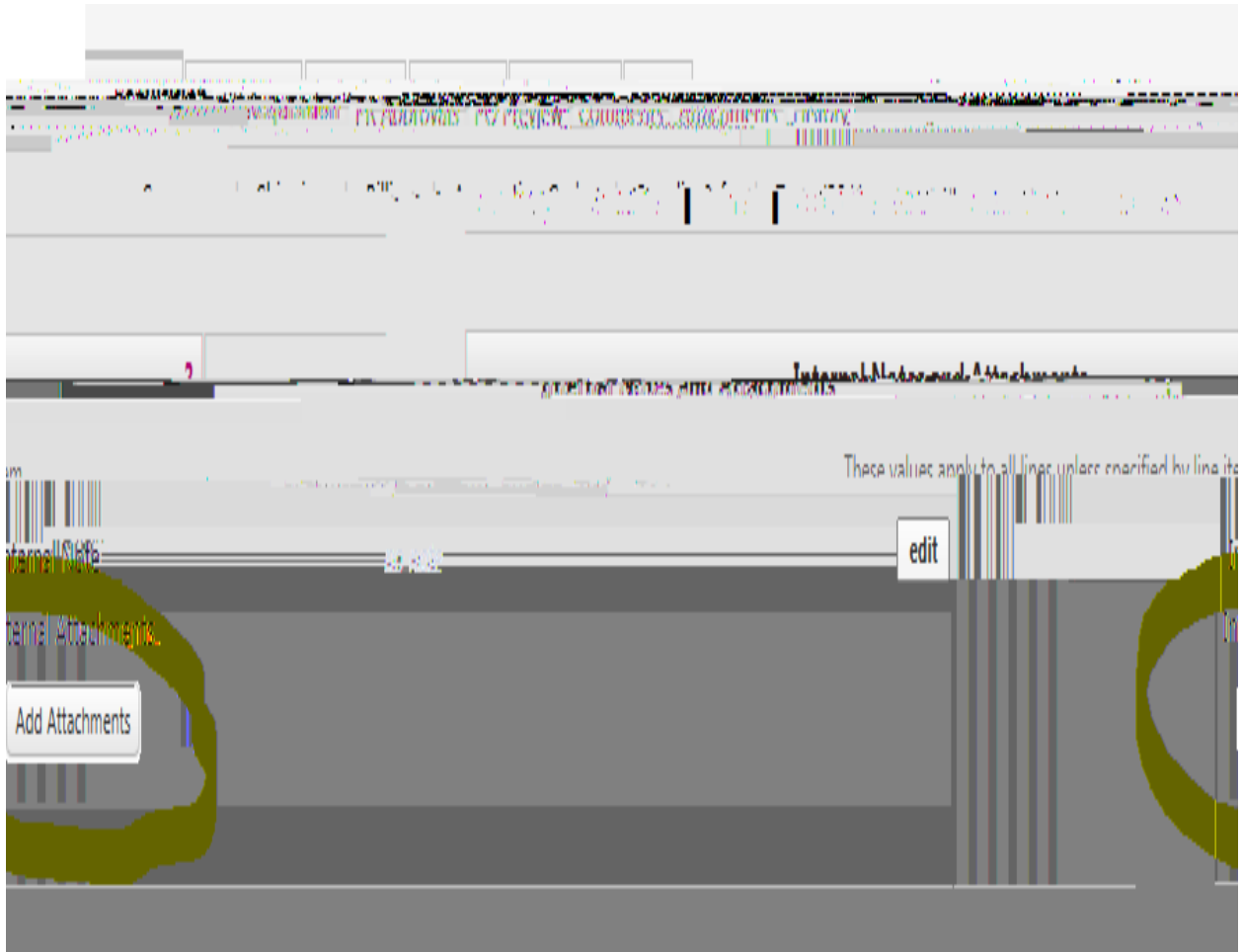
Renewal and/or Maintenance Software Purchase

Step 1: Prepare a requisition for new and renewal software purchases through **UCMarket** using the following account and commodity codes:
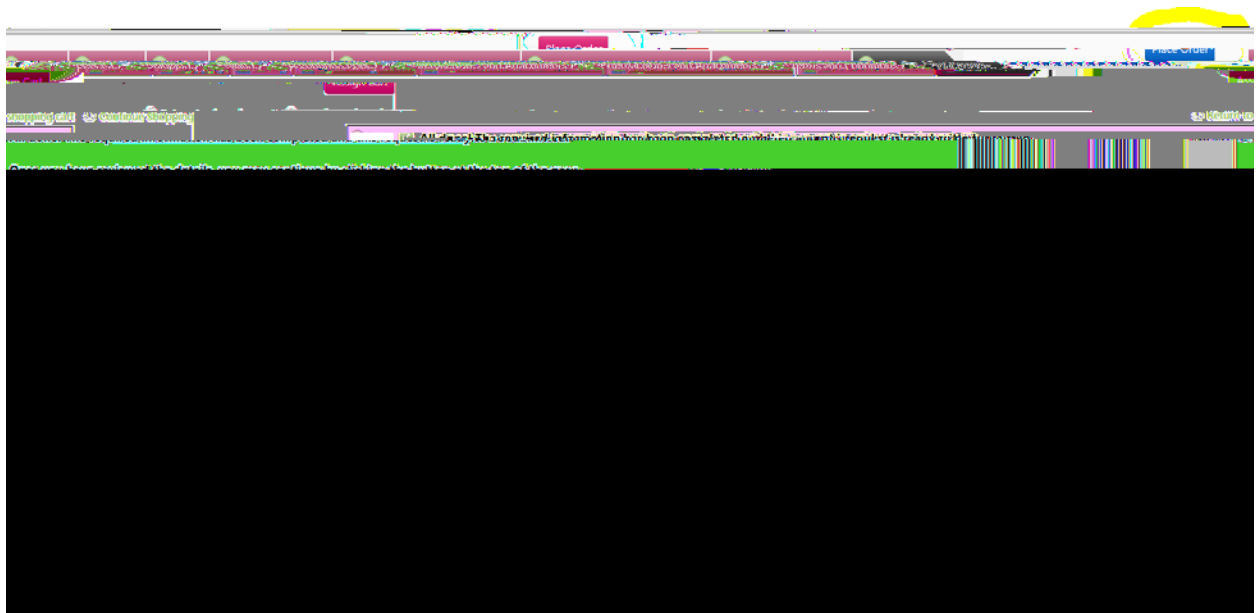
Click Proceed to Checkout

For renewal and/or software software, please use the account code of 733050 Once you have reviewed, please proceed to the next step Internal Notes and Attachments.

Step 2:3.6(6D 7 >>Bd(f)4(aB6sc(Ma)94(aB6sc(Ma)94(aB6scuc(Ma)94(aB6snS0075 04q/630 06 Tw -gBAn]

Step 3: Review your order and submit your requisition for approval.

The requisition will route through the Office of Technology for approval. The Office of Technology will review your requisition and contact you if there are any questions about your purchase. If the software is deemed non-compatible with the campus infrastructure, the requisition will be returned to you with an explanation. Note: The Technology Support Center will also create a ticket for the installation of your software at this point, and will probably send you some questions regarding the installation locations for your software purchase.

Step 4: Once the requisition appears in the "Procurement Queue", the Office of Procurement will work with Legal Affairs for review and approval of the End User License Agreement and any other required legal documents. Note: If the vendor does not accept the revised terms and conditions and this procurement is necessary for the department's operations, an email (and signature on the EULA) will be required from either the Dean or the Vice President of that area before the purchase order can be created.

Step 5: Procurement will create the purchase order and request that all key codes and/or other electronic media is sent to

Step 6: If applicable, after the Office of Technology has received any key codes and/or other electronic information, Office of Technology staff will work with the department to install and deploy the software.

Note 1: Software purchases in excess of $5,000 ($3,000 if grant-funded) must follow the university's procurement solicitation processes. For additional information, please visit https://www.ucmo.edu/procurement

Note 2: If the vendor does not accept purchase orders, the department will need to submit their request and all applicable documentation to procurement@ucmo.edu. Procurement will reach out to TSC to initiate a ticket and will work with Legal Affairs regarding the End User License Agreement and seek approval from the Office of Technology. Approval from the Office of Technology will be sent to procurement@ucmo.edu. Once terms and conditions have been agreed upon and approval has been received from the Office of Technology, Procurement will procure software and all documentation will be filed.

If you have any questions regarding the procurement of any good and services, please contact the Office of Procurement at ext. 4001.