

Software/Dataset Purchases Procedure

Effective 10/12/16

Purpose: To track all of WPC software, dataset, and subscription licenses to avoid duplication and to obtain the best economic cost for the school.

1. Email Tracy Howell and Rose Bohler with the following information: Vendor, Product, Price, Potential Users in the School and the Contact Information for the Sales Rep (if applicable)
 - a. Please send all requests for new software, dataset, software license renewal, subscription to a software, all things related to software and datasets, if you are unsure please send it
 - a. If you need pricing research or help in obtaining quotes please email Tracy Howell and Rose Bohler
2. Please allow 24-48 hours to receive a response
3. Once Tracy gives approval to make the purchase the department may then proceed with the purchase following the ASU purchasing guidelines and procedures