



ASUB Standard Operating Procedure – 8001

Standard Operating Procedure Synopsis

Title: **SOFTWARE REVIEW PROCESS AND PURCHASE PROCEDURE**

Approval Date: April 27, 2022

Revision Date, if applicable: May 16, 2023

Review Date(s): May 16, 2023

Annual Review Month: May

Responsible Officer (RO): Vice Chancellor for Information Technology

Standard Operating Procedures Manager (PM): Vice Chancellor for Information Technology

A. Purpose and Scope

Information Technology Services is responsible to assist in the prevention of infringement and to protect the integrity of the college's computer environment. Arkansas State University-Beebe intends to comply with all computer software copyrights and to adhere to the terms of software licenses that the college acquires.

B. Definitions

ITS – Information Technology Services

C. Procedures

1. The Software Purchase Request Form is located on the ITS SharePoint.
2. Return form with all supporting documentation to Administrative Analyst of ITS.
3. Signatures of Director of Enterprise Applications, Director of Infrastructure will be obtained.

4. Once all parties are in agreeance, the Vice Chancellor for ITS will sign and the form will be approved.
5. Administrative Analyst will email the requestor with approval or denied status.
6. Software can be purchased and installed.

D. Related Information

[Software Review Process and Purchase Procedure](#)