



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: June 12, 2024; May 21, 2025; May 20, 2026

Review Date(s): May 22, 2024; May 21, 2025

Annual Review Month: May

Responsible Officer (RO): Vice Chancellor for Information Technology Services

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. Navigate to the Vanguard Intranet>Intranet Quick Links> IT Services > ITS Forms to find the Software Purchase Request form.
2. Email the completed and signed form with all supporting documentation to helpdesk@asub.edu.

3. Once all parties are in agreeance, the vice chancellor for ITS will sign and the form will be approved.
4. A member from the ITS team will email the requestor with approval or denied status.
5. Software can be purchased and installed.

D. Related Information

[ITS - Software Purchase Request Form](#)