



DARE TO DO MORE

Community College

**Office of Finance and Business
Policies and Procedures Compendium**

Purchasing Application / Software Guidelines

Related Department(s):

Purchasing, Information Technology

Contact:

Business Office/ Purchasing Department

718-482-5525

Information Technology

718-482-6129

Link(s):

Last Modified:

01/17/2018



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Purchasing Application/Software Guidelines

If your department wishes to acquire an application/software license or subscription, it **MUST** be reviewed and approved by the College's Chief Information Officer (CIO) or his designee and in some cases CUNY Office of General Counsel (OGC).

DO NOT create a CUNYfirst/Non-Tax Levy requisition until all approvals are in place. However, you **MUST** ensure that you have enough budget set aside for this purchase.

Please forward the following documents to Purchasing for review to ensure CUNY Procurement Policy compliance:

- ✓ [CUNY Information Security Review Questionnaire](#) (located on the Purchasing website or contact IT) ↑ Purchasing will forward this form to IT for review
- ✓ Vendor Terms and Conditions (all pages. Preferably in Microsoft Word document format)
- ✓ A detailed department justification including the following information:
 - Name of application/software.
 - What is the projected annual cost? Confirm that budget is set aside for this purchase?
 - Purpose of the application/software.
 - How long you anticipate using it; Is it a one-time use? Will it require renewals?
 - Number of users?
 - Is this a new request or is it a renewal that has been previously approved by IT and CUNY (OGC)?

If the prospective vendor requires that the College agrees to their Terms and Conditions, the documents will be forwarded to CUNY OGC for review and approval. If CUNY OGC does not reach an agreement regarding Terms and Conditions with the prospective vendor, the application/software cannot be purchased.

Once CUNY OGC approves, Purchasing will notify the end-user, then a requisition should be created.

Summary:

1. Submit required information to Purchasing for CIO and OGC review and approval.
2. Once all approvals are received the end-user can create a requisition.

NOTE: Application/software of any kind including subscriptions, such as, but not limited to Grammarly, Microsoft Imagine, and Survey Monkey cannot be purchased using a credit card. The dollar amount of the purchase does not matter.

NOTE: Because application/software purchases require several levels of approval, it is a time consuming process. Please plan accordingly.

NOTE: All application/software subscriptions must follow the fiscal calendar. Any license/subscriptions that begin within a fiscal year must be pro-rated to end on June 30th.

1/17/18 – PH, SD, TS