

Software Acquisitions

1. This policy outlines procedures related to the acquisition of all software from external sources. For purposes of this policy there are four defined categories of software:

- A. Enterprise Applications:** Software to be used throughout the University. Examples of enterprise applications include SAP, SCM, Exchange, Outlook, PICIS, Kronos, FES and Blackboard.
- B. Department/Division Supported Applications:** Software to be used by two or more Departments/Divisions that require network level support, interfaces with other systems (e.g., SAP), or share data with other systems.
- C. Department/Division Independent Applications:** Software to be used by two or more Departments/Divisions that do not require network level support or interfaces with enterprise applications.
- D. Limited Use Applications:** Software to be used for specialized applications within a Department and do not replicate, in full or in part, data and/or functionality of an Enterprise Application.

2. All software in categories #A and #B above, regardless of cost, shall be reviewed and approved by the Vice President for Information Technology or the Associate Vice President for Information Technology- UK Healthcare. If so approved, the request will be forwarded to the appropriate governing body (the Administrative Computing Systems Coordinating Committee or the UKHC Information Technology Governance Committee) for final approval.

All software acquisitions in categories #C and #D that do not duplicate Enterprise Applications' functionality, costing less than \$10,000, and that adhere to all relevant information technology standards, may be approved by Deans and Directors.

In accordance with Administrative Regulations, all software applications in all categories costing \$10,000 or more shall be reviewed and approved by the Vice President for Information Technology.

3. For software applications requiring review and approval, as denoted above, departments shall submit a completed Software Acquisition Form, located on the University forms page.