

**UNIVERSITY OF KENTUCKY
SOFTWARE ACQUISITION FORM**

A department wishing to purchase software that totals more than \$10,000 or duplicates the data and/or functionality of enterprise wide software applications shall submit this form, prior to the purchase, to the Chief Information Officer, University of Kentucky (IT) or the Associate Vice President and Chief Information Officer UK HealthCare and the Enterprise Applications Group (EAG) Project Director for review and approval.

Date:

Department:

Contact Person:

Email address:

Proposed Software Manufacturer:

Product Name (indicate version number):

Reseller Name (if not manufacturer):

Total Price (attach quote if available):

Provide a general description of the software to be purchased and how it will be used:

What features or functions does this product provide that is currently not being met?

Will this product be connected to the UK network? List any special compatibility requirements.

Who will install the system?

Who will maintain the system?

Required approvals:

Dean/Director

Chief Information Officer
University of Kentucky
(cost \$10,000 or more)

Associate Vice President and Chief
Information Officer for UK HealthCare

Administrative Computing Systems
Coordinating Committee or UK
HealthCare Information Technology
Governance Committee

Revision Date: March 8, 2010

Next Review Date: August 01, 2012