

# Software Acquisition Form



## 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. The form must be submitted to the Chief Information Officer (CIO), University of Kentucky Information Technology (UKIT) or the Associate Vice-President and Chief Information Officer (CIO), UK Healthcare (UKHC) Information Technology for review and signature approval as well as 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 mfr.):** \_\_\_\_\_

**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 currently are 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 (CIO) University of Kentucky (Cost \$10,000 or more)
_____	_____
Associate Vice-President and Chief Information Officer (CIO), UKHC	Administrative Computing Systems Coordinating Committee or UKHC IT Governance Committee