

New Software and Renewals for Software

Step 1: Prepare a requisition for new and renewal software purchases through **UCMarket** using the following account and commodity codes:

- Account Code: 733050 (renewal &/or maintenance) Commodity Code: 920-45
- Account Code: 750936 (new software) Commodity Code: 205-73

[Step-by-step guide to creating your software requisition in UCMarkets](#)

Step 2: Attach the quote and applicable license agreement to that requisition and submit the requisition for approval.

Step 3: Submitting your requisition for approval in UCMarket will route it through the Office of Technology for approval. The Office of Technology will review your requisition and contact you if there are any questions about your purchase. If the software is deemed non-compatible with the campus infrastructure, the requisition will be returned to you with an explanation. Note: The Technology Support Center will also create a ticket for the installation of your software at this point, and will send you some questions regarding the installation locations for your software purchase.

Step 4: Once the requisition appears in the Procurement Queue in UCMarket, the Office of Procurement will work with the Office of General Counsel for review and approval of the End User License Agreement and any other required legal documents. Note: If the vendor does not accept the revised terms and conditions and this procurement is necessary for the department's operations, an email (and signature on the EULA) will be required from either the Dean or the Vice President of that area before the purchase order can be created.

Step 5: Procurement will create the purchase order and request that all key codes and/or other electronic media is sent to cio@ucmo.edu. Should the department receive the key codes directly, the department will need to forward the information to cio@ucmo.edu. NOTE: If you have not received key codes (if applicable) two weeks after the PO is issued, please contact the TSC with your ticket number to notify that the key codes have not been received.

Step 6: If applicable, after the Office of Technology has received any key codes and/or other electronic information, Office of Technology staff will work with the department to install and deploy the software.

Note 1: Software purchases in excess of \$5,000 (\$3,000 if grant-funded) must follow the university's procurement solicitation processes. For additional information, please visit <https://www.ucmo.edu/procurement>

Note 2: If the vendor does not accept purchase orders, the department will need to submit their request and all applicable documentation to procurement@ucmo.edu. Procurement will reach out to TSC to initiate a ticket and will work with Legal Affairs regarding the End User License Agreement and seek approval from the Office of Technology. Approval from the Office of Technology will be sent to procurement@ucmo.edu. Once terms and conditions have been agreed upon and approval has been received from the Office of Technology, Procurement will procure software and all documentation will be filed.