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## ASUB Standard Operating Procedure – 8001

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### Standard Operating Procedure Synopsis

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Title: **SOFTWARE REVIEW PROCESS AND PURCHASE PROCEDURE**

Approval Date: April 27, 2022

Revision Date, if applicable: June 12, 2024

Review Date(s): May 22, 2024

Annual Review Month: May

Responsible Officer (RO): Vice Chancellor for Information Technology Services

Standard Operating Procedures Manager (PM): Vice Chancellor for Information Technology

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### A. Purpose and Scope

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Information Technology Services is responsible to assist in the prevention of infringement and to protect the integrity of the college's computer environment. Arkansas State University-Beebe intends to comply with all computer software copyrights and to adhere to the terms of software licenses that the college acquires.

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### B. Definitions

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*ITS* – Information Technology Services

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### C. Procedures

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1. The software purchase request form is located on the ITS SharePoint.
2. Email the completed and signed form with all supporting documentation to [helpdesk@asub.edu](mailto:helpdesk@asub.edu).

3. Once all parties are in agreeance, the vice chancellor for ITS will sign and the form will be approved.
4. A member from the ITS team will email the requestor with approval or denied status.
5. Software can be purchased and installed.

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**D. Related Information**

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[Software Purchase Request Form](#)