

How To Buy: Computer Software

COMMODITY DESCRIPTION

This commodity includes computer software.

Case Software Center

The university has purchased and made available Site Licensed software to all current students, faculty and staff, via the Software Center webpage. The software available includes packages and programs such as Microsoft Office, Symantec AntiVirus, Adobe Acrobat Reader and Photoshop. You should first review the software available in the Software Center before making any purchase from an outside vendor.

CALL PHYLLIS FOR ANY VENDORS.

PROCUREMENT OPTIONS & PROCEDURES

<i>If your total non-Software Center purchase is:</i>	<i>Then use:</i>
\$1,500 or less	Your Case Pcard
Above \$1,500	Your Case Pcard or a Peoplesoft eProcurement Requisition
<i>In order to obtain:</i>	<i>Your purchasing agent needs:</i>
Goods or Services \$2,500 but less than \$25,000	a Peoplesoft eProcurement Requisition plus any Price Reasonableness documentation
Goods or Services \$25,000 and above	a Peoplesoft eProcurement Requisition and any formal quotations via Invitation for Bids or Requests for Proposals , or a Single/Sole Source Justification

CONTACT FOR THIS COMMODITY

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