



Information Technology Services

Software Quote Requests

Purpose: Requesting software, which is not included in the campus standard.

1. Submit a DynamicForm for Hardware/Software Purchase Review quote (GCSCNet). Users must provide the following information on the form.
 - a. Department/Division chairs requesting software
 - b. Name of software
 - c. Location where software is to be installed
 - d. Licensing: Network/Site license, Concurrent or Standalone, Freeware
 - e. Number of installations
 - f. Date needed by
 - g. Any other special requirements
2. The ITS Executive Administrative Assistant will work with the computer technicians to insure that the software will work with the staff/faculty existing computer equipment and software.
3. A quote will be obtained from the approved vendors.
4. A Purchase Requisition will be completed and emailed to the requesting department along with the approved quote.
5. Upon receiving the software and license keys, the Executive Administrative Assistant will have a work order will be created for installation. The department will be notified by the assigned technician.