


Category	IT Infrastructure and Services	Policy Number	SUP-ITS-702	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.1	
Responsible Office	CAFO	Policy Owner	IT Department	
Date Approved	14 January 2022	Effective Date	14 January 2022	
Date Last Reviewed	14 January 2022	Due Date for Next Review	31 December 2022	

POLICY

Computer Software Purchase

1. Purpose

This policy outlines the guidelines for the purchase of enterprise computer software for use in Zayed University.

2. Scope of Application

The Information Technology Department must approve all major computer software requests and any other requests for which one or more of the following conditions apply:

- a) The software is to be installed on student laptop computers;
- b) The software is to be installed on faculty or staff laptop/desktop computers in more than one college/department;
- c) The software is to be installed for use in a university teaching laboratory.

3. Policy

3.1 All software purchased for university use requires approval upon a recommendation by the Information Technology Department. Only recognized industry standard software will normally be approved. The Information Technology Department will maintain a complete inventory, including licensing, of all software purchased by the university.

3.2 Software related to colleges/academics is to be approved by the Office of the Provost before purchase and implementation.

3.3 Software related to research is to be approved by the Office of Research.

4. Related Policies and Laws

SUP-CNP-101 Procurement and Warehouse Management

5. Administration

This policy is administered by the Information Technology Department. Any questions can be directed to the Director of the Information Technology Department.

6. Revision History

Date	Revision
19 February 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header and policy numbers to be in line with the new format.• Updated the policy number from SUP-ITS-11 to SUP-ITS-702
14 January 2022	No substantive changes required at this time. Approved by the CAFO.
9 October 2019	Non-substantive changes: Reformatted and updated the policy numbers
11 June 2019	Approved by the President (PD#18 of 2019)
27 March 2007	Revised
1 October 2000	Approved and Effective Date