


<b>Category</b>	IT Infrastructure and Services	<b>Policy Number</b>	SUP-ITS-702	 جامعة زايد ZAYED UNIVERSITY
<b>Classification</b>	Public	<b>Version</b>	3.2	
<b>Responsible Office</b>	CAFO	<b>Policy Owner</b>	ITD Director	
<b>Date Approved</b>	22 April 2025	<b>Effective Date</b>	22 April 2025	
<b>Date Last Reviewed</b>	15 November 2024	<b>Due Date for Next Review</b>	22 April 2028	

## 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. Definitions

<b>CAFO</b>	Chief Administration and Finance Officer
<b>ITD</b>	Information Technology Department
<b>Provost</b>	Provost and Chief Academic Officer
<b>University</b>	Zayed University

#### 4. Policy

**4.1** All software purchased for use by Zayed University (“**University**”) students, faculty, and/or staff requires official approval upon a recommendation by the Information Technology Department (“**ITD**”).

**4.1.1** Only recognized industry standard software will normally be approved.

**4.1.2** The ITD will maintain a complete inventory, including licensing, of all software purchased by the University.

**4.2** Software related to colleges/academics but not research is to be approved by the Provost and Chief Academic Officer (“**Provost**”) before purchase and implementation.

- 4.3** Software related to research is to be approved by the Assistant Provost for Research before purchase and implementation.
- 4.4** Software related to the administration and finance departments is to be approved by the Chief Administration and Finance Officer (“CAFO”) before purchase and implementation.

**5. Related Policies and Laws**

- SUP-ITS-102 Adoption of Multi-Platform Technology
- SUP-CPW-101 Procurement and Warehouse Management

**6. Administration**

This policy is administered by the Purchasing and Replacement Unit, ITD.

**7. Revision History**

<b>Date</b>	<b>Revision</b>	<b>Ver.</b>
22 April 2025	Approved by the CAFO.	3.2
15 November 2024	Reviewed with no substantive changes required: <ul style="list-style-type: none"> <li>• Updated the formatting.</li> <li>• Reworded for greater clarity.</li> </ul>	
19 February 2023	Administrative change: <ul style="list-style-type: none"> <li>• Updated the information header and policy numbers to be in line with the new format.</li> <li>• Updated the policy number from SUP-ITS-11 to SUP-ITS-702.</li> </ul>	
14 January 2022	Reviewed with no substantive changes required. Approved by the CAFO.	3.1
11 June 2019	Approved by the President (PD#18 of 2019).	3.0
27 March 2007	Revised and approved.	2.0
1 October 2000	New policy approved.	1.0