The Purchasing Office is the centralized location for the review of the terms and conditions (T&Cs) related to all contracts for the purchase of goods and services, including software license agreements. All vendor contracts presented to a department should be sent to the department’s Purchasing Agent for processing and coordination with other campus departments, as required. Each agreement sent to the Purchasing Office will be addressed according to the below process flow in Figure 1.



Technology related agreements, software licenses or otherwise, that are sent directly to Information Technology Services (ITS), will be routed by them to the Purchasing Office prior to beginning their technical review. The Purchasing Office will apply state procurement rules to the request and then perform its standard review of the legal T&Cs while coordinating with ITS and other campus departments as applicable. All such agreements received by ITS, and subsequently the Purchasing Office, will be addressed according to the below process flow in Figure 2.

