

Purchasing Computers, Software, and other Technology

Computers

Computers need to be purchased through UVM's Computer Depot, and go through COMIS for set up. This takes about 3 weeks. When you are ready to purchase a computer, contact the business office to start the process.

It is permissible to purchase computers using sponsored funds.

Software

Any purchase of any software needs to go through a Technology Review, including license renewals for equipment software. In order to begin the process send the software quote to the MMG business office **at least** 6 weeks in advance. We will work very closely with you to complete this protocol.

It is very important to plan as far ahead as possible for a software purchase.

1. Fill out the Technology Checklist – you will have to fill out a checklist to the best of your ability. When it is complete, send it to the MMG Business Office
2. Documents from the Vendor – the vendor may need to provide certain documents around information security, accessibility, and some other items.
3. Once all the needed information and documentation has been gathered, this is sent to the Technology Review team for review.
4. Their review may take up to 4 weeks.
5. The software cannot be purchased until the reviewers approve it.