**Standard Operating Procedures**

**February 20, 2017**

Attendees: Chander, Gee, Han, Ignacio, Ly, Nimri, Perez-Gamboa, Robles, Sierra, Silva, Tsuruga, Wang, Weyand, Wichert

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| **Discussion Items:** |
| **Software Purchases Standards:**   * Some user may acquire a software without knowing that the campus already offers better solutions such as pricing, tools, software, licenses, resources, etc.      * Techs should work with an Administrator Coordinator or a designee to help coordinate software purchases. * Other cardholders will have their procurement card disable. * Techs will be notify about future software purchasing prior to the purchases being purchase. * Software Purchase Workflow * User requests the software purchase on credit card * Technician checks the software and comments whether ISET, ATAC, ATI, TSC, and/or other departments need to support it. * Have Dean or MPP approval for purchasing the software. The admin coordinator does the purchasing. * Committee suggested a Pilot Group to capture the maximum exposure. * Before May or possibly extend date if needed. |
| **Action Items:** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Project Name | Action to be Taken | Person (s) responsible | Due Date | Notes | | Digital Workflow | Help facilitate the purchasing process. | Jim O’linger | Within 6 months |  | | List of Techs and Procard Holders | Need a list of who owns cards and designate someone. | Wang will send a list for her college. | As soon as possible. |  | | Develop PDF | PDF will be develop before the digital workflow. | David Nimri | As soon as possible. |  | |
| **Recommendation(s):** |
| None. |