**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.
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| **Action Items:** |
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| 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. |  |

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| **Recommendation(s):** |
| None. |