

CUNY Requisition Supplement

For Software Purchases

Fill out this form before you complete a CUNYFirst requisition for the requested software. This form **must** be included as an attachment to your software requisition. If items in this form are not addressed, it will slow down the progress of your requisition.

Requisition Preparation

First, make sure to address the following items:

A1.) I have confirmed that there is budget available for this purchase. Yes No

A2.) ALL line items on this requisition use one of the following category codes: Yes No

- 4323000000—Software <\$5,000
- 4323000001—Software >\$5,000
- 5111230300—Software Licenses (<= 12 months)
- 8111180500—Software License and Support

A3.) I have prepared a detailed description of the requested software and its function to be included on the requisition. Yes No

A4.) I have consulted with Campus IT/University CIS for guidance on this procurement. Yes No

- Keep in mind that consulting with Campus IT/University CIS early will reduce the time needed for CIS approval later in the process. **It may also help answer questions on this document.**

Supplemental Questions

B1.) Are you currently using/does your department currently own the requested software? Yes No

B2.) If “Yes” to Question B1, please list the Purchase Order Number from the previous procurement:

Click or tap here to enter text.

B3.) If “Yes” to Question B1, please provide any agreements (including any deals or discounts) that were established during the previous procurement that apply to this procurement:

Click or tap here to enter text.

B4.) What is the estimated cost of the requested software?

Click or tap here to enter text.

B5.) To the best of your knowledge (consult with IT if unsure), does your requested software include:

- a. User Authentication? (e.g. username, password, etc) Yes No
- b. CUNYFirst or other Enterprise-Wide System Integration? Yes No
- c. Web Accessibility Features? Yes No

B6.) Please describe in detail the functions and uses of the requested software:

Click or tap here to enter text.

B7.) Please provide specific examples of software products that fulfill the functions you listed in Question B6:

- For example, if your answer to B6 was “word processing,” an answer for B7 could be “Microsoft Word.”

Click or tap here to enter text.

B8.) Please provide the names and contact info (email and phone number) of the person requesting the software and any notable individuals who will use the software.

- These people may be contacted if any questions about the requested software arise.

Click or tap here to enter text.

B9.) If a particular product is being requested, please explain the unique qualities of this product:

- Please note that additional info may be requested by the Procurement department if a particular product is requested

Click or tap here to enter text.