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Prepared by:	Approved by:
Name: Mohammad Azim Aziman	Name: Shukri Abdul Rahman
Position: IT Senior Executive, Information	Position: Manager, Information Technology
Technology Department	Department

## AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/10/24	Establishment	00	Manager, ITD

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### 1.0 OBJECTIVE

The purpose of this SOP is to outline the process for purchasing a software requested by users.

#### 2.0 SCOPE

The scope of this SOP applies to the process of procuring software either perpetual or license.

#### 3.0 REFERENCES

3.1 Procurement Procedure (UTS/FD/P11)

### 4.0 DEFINITIONS / ABBREVIATIONS

IT	:	Information Technology
ITD	:	Information Technology Department
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak
HOD	:	Head of Department

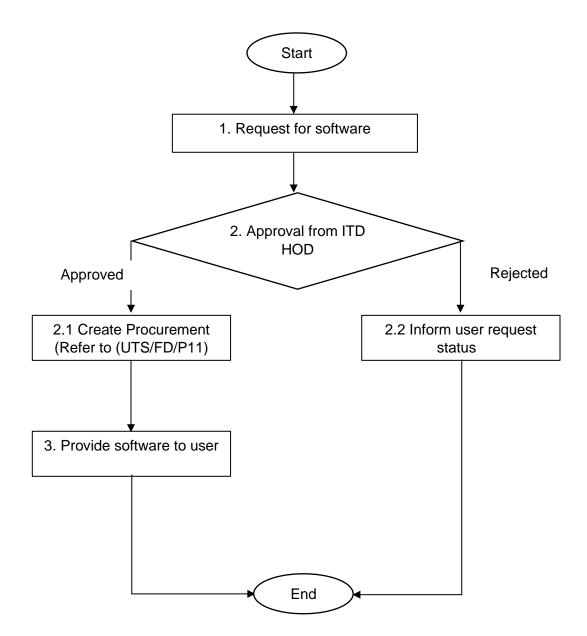
#### 5.0 **RESPONSIBILITY**

- 5.1 Head of ITD is responsible to ensure the SOP is adhered to.
- 5.2 The ITD staff is responsible to follow and adhere to this SOP

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## 6.0 PROCEDURE

6.1 Refer to the process flow chart.



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## 7.0 DESCRIPTION

No	Description	Person in Charge	Reference
1	User send email for software purchase.	IT Executive / IT Officer	Email
2	Request approval from ITD HOD:	IT Executive / IT Officer	
	2.1 If approved, create procurement for		UTS/FD/P11
	software requisition and submit to		
	Procurement unit for processing.		
	2.2 If rejected, inform user on the rejected		
	request		Email
3	Provide the requested software to user	IT Executive / IT Officer	
4	The duration to complete the process from		
	start to finish is 14 working days or subject		
	to the delivery of the purchased product		

# 8.0 RECORDS

No	Title / Records	Location / Responsibility	<b>Retention Period</b>
1	Email	Gmail	Permanent
		IT Executive / IT Officer	