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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

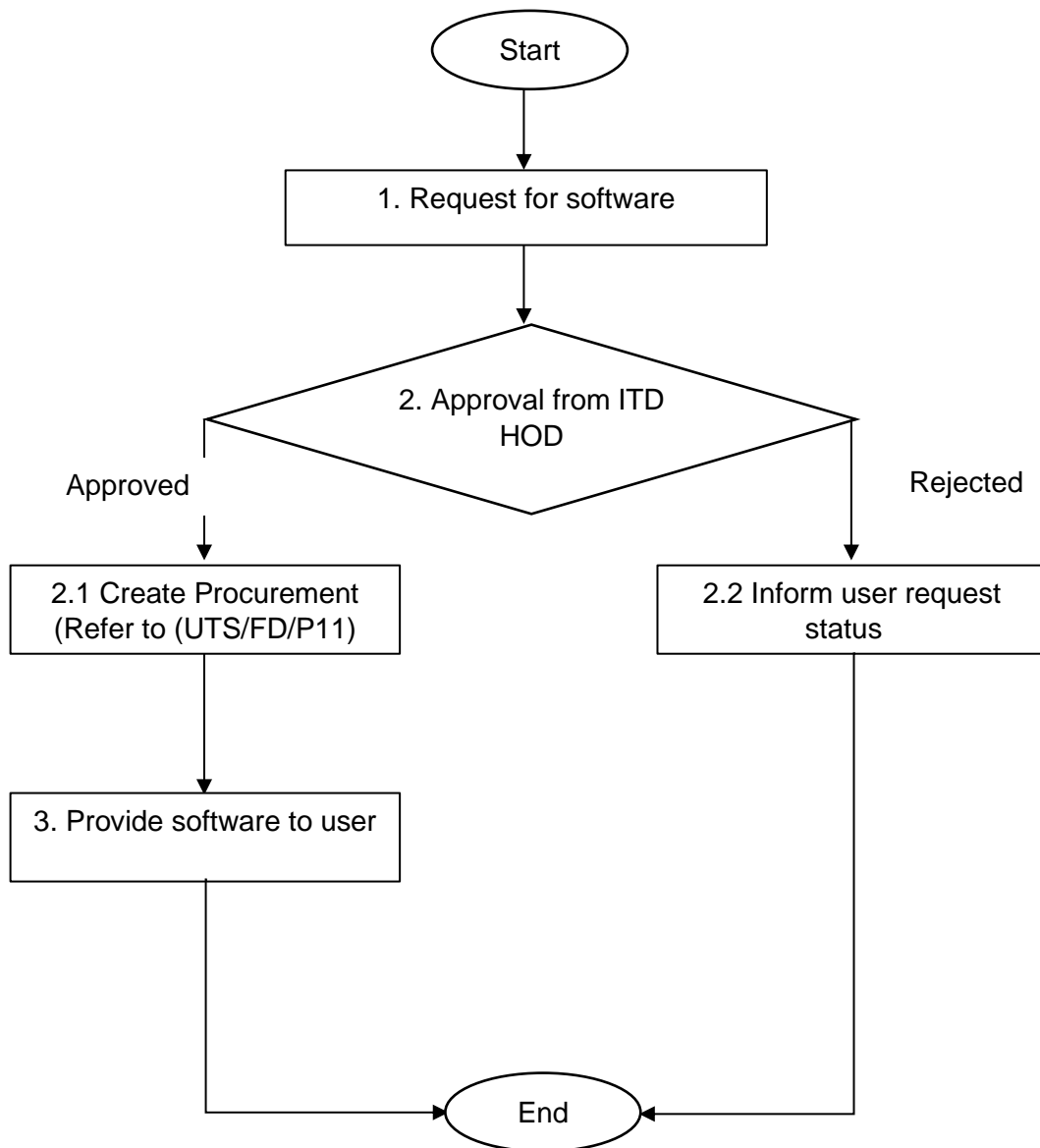
5.0 RESPONSIBILITY


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: 2.1 If approved, create procurement for software requisition and submit to Procurement unit for processing. 2.2 If rejected, inform user on the rejected request	IT Executive / IT Officer	UTS/FD/P11 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	Retention Period
1	Email	Gmail IT Executive / IT Officer	Permanent