



Software Purchase Request Form for Suppliers That Do Not Accept Purchase Orders

This form is for requesting software purchases from suppliers that do not accept purchase orders.

INSTRUCTIONS

1. Consulting IT Security about an IT Security Risk Assessment is required for some software purchases. See the [Buying Software and Cloud Computing Guide](#) for guidance. If a consultation is required, submit the IT Security Risk Assessment or the Risk Assessment Intake Email Response with this form.
2. Complete the information below.
3. Email this form and any supporting documentation to Supply Chain Management (SCM) at creditcard@ucsf.edu.

Please allow sufficient time for SCM to review and provide guidance on your purchase.

Date _____

UCSF Department Contact Name _____

UCSF Department Contact Phone Number _____

UCSF Department Contact Email _____

UCSF Department Name _____

Supplier Name _____

Supplier Contact Name _____

Supplier Phone Number _____

Supplier Email _____

Software Name and Version _____

Brief description of the software

Total cost _____

Start and end date of software purchase/services _____

Date purchase needs to be made by _____

Will the supplier receive Protected Health Information (PHI) under HIPAA? Yes No

Will any services be performed as part of this software purchase? Yes No

- If requesting services, will any part of the services be provided at a location owned or leased by UC?

Yes No

- If requesting services, please submit a statement of work with this form.

(Continued)



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Does this purchase result from a current or prior License or Service Agreement with the supplier?

Yes No

- If yes please provide the agreement number (if known) or prior Purchase Order that applies to this purchase.

Please explain why this supplier was selected, and why their price is reasonable. If your purchase is \$100,000 or more and this is the only supplier who can provide this good or service, please complete and submit a [Single Source Justification Form](#) with this form instead.

Does the supplier have a contract, terms and conditions, or an end user license agreement for this purchase?

Yes No

- If yes, please submit these documents with this form.

Do you have any quotes or prior communication with the supplier about this purchase?

Yes No

- If yes, please submit these documents with this form.

If applicable, the [Pre-Hire Worksheet](#) and the [Conflict of Interest Form](#) *may* need to be submitted with this form. To determine if these forms are necessary, please see the [Buying Software and Cloud Computing Guide](#).