**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**

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| --- | --- |
| 1. I have confirmed that there is budget available for this purchase.
 | [ ]  Yes [ ]  No |
| 1. **ALL line items on this requisition use one of the following category codes:**
* **4323000000—Software <$5,000**
* **4323000001—Software >$5,000**
* **5111230300—Software Licenses (<= 12 months)**
* **8111180500—Software License and Support**
 | [ ]  Yes [ ]  No |
| 1. I have prepared a detailed description of the requested software and its function to be included on the requisition.
 | [ ]  Yes [ ]  No |
| 1. I have consulted with Campus IT/University CIS for guidance on this procurement.
* 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.**
 | [ ]  Yes [ ]  No |

First, make sure to address the following items:

**Supplemental Questions**

1. Are you currently using/does your department currently own the requested software? [ ]  Yes [ ]  No
2. If “Yes” to Question B1, please list the Purchase Order Number from the previous procurement:

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| Click or tap here to enter text. |

1. 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:

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| Click or tap here to enter text. |

 Page 1 of 2

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| Click or tap here to enter text. |

1. What is the estimated cost of the requested software?
2. To the best of your knowledge (consult with IT if unsure), does your requested software include:

|  |  |
| --- | --- |
| * 1. User Authentication? (e.g. username, password, etc)
	2. CUNYFirst or other Enterprise-Wide System Integration?
	3. Web Accessibility Features?
 | [ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No |

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

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| Click or tap here to enter text. |

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

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| Click or tap here to enter text. |

* For example, if your answer to B6 was “word processing,” an answer for B7 could be “Microsoft Word.”
1. 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.

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| Click or tap here to enter text. |

1. 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

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| Click or tap here to enter text. |

 Page 2 of 2