

**PENN STATE BEHREND
SCHOOL OF ENGINEERING
Software Upgrade Policy**

Faculties interested in updating existing software are required to complete the following process. Items listed in bold face font are forms which are available online. Items listed with a * are required for upgrades costing over \$100.

1. Complete **Vendor Order** form
<http://behrend.psu.edu/academic/engineering/PDFS/VendorOrderForm.pdf>
2. Complete upper portion of the attached **Request for Software Upgrade** form.
3. Get a vendor quote.*
4. Have the program chair sign off on the **Request for Software Upgrade** form. *
5. Have faculty stakeholders sign off on **Request for Software Upgrade** form.
6. Give a copy of
 - a. **Request for Software Upgrade** form, and
 - b. completed **Vendor Order** form, and
 - c. a vendor quoteto Jennifer Zdaniewski. She will then order the software.
7. Accept delivery of the software.
8. Complete a Computer Center **work order** form
<http://www.pserie.psu.edu/compcntr/workorder.htm>
9. Deliver the following to the Computer Center:
 - a. installation media,
 - b. paper copy of the software license agreement,
 - c. copy of the **Request for Software Upgrade** form, and
 - d. installation instructions.
10. Verify correctness of software installation.