



Information Technology Services

SOFTWARE/HARDWARE PURCHASE REQUESTS



WHAT IS THE PROCESS?

1. Go to the Portfolio Management Office (PMO) Website.
2. Click "Start an IT Project" and fill out all relevant information.
3. Be sure to check the "Software/Hardware Purchase Request" checkbox!
4. Click "Submit".
5. Someone from the PMO will reach out to begin the review process.
6. The purchase request will route through an IT Review, including Security, Data Governance, etc. In addition, the PMO will provide instructions and assistance for the ADA Compliance portion of the process.
7. The results of the IT Review will be communicated within 24 hours of review completion.

Why do we have this process?

This process ensures that all software purchases are reviewed to identify risks to the University, in relation to security of data, applications, networks, etc., as well as compliance requirements, such as FERPA, GDPR, PCI, and others.

In addition to the risk aspect, all software purchases must go through an ADA Compliance review. LSU's digital presence must be accessible (ADA-compliant). This includes software and applications utilized for teaching, research, and administrative work efforts.



Start a Purchase

https://www.lsu.edu/it_services/pmo/index.php



Accessibility Information

<https://grok.lsu.edu/Article.aspx?articleid=19799>