UC**DAVIS**

Supply Chain
Management

How to Buy:
Software and Cloud Based Services

October 26, 2022

- If you are purchasing software or utilizing a cloud based services that will utilize sensitive data, it is critical that you are aware of how that software will protect and secure that data.

  - Tip: Consult or follow your departmental procedures to determine with your UISL what type of data will be utilized.

- Procurement does not determine what type of data is being utilized or Protection Level of that data.

- **System-Wide Contracts and AggieBuy Orders:**

  - Submitter must determine that their purchase is within scope of the agreement prior to processing an APO.

  - Questions about the scope or terms and conditions of a system-wide agreement can be sent to the *Assigned Buyer* noted in the KFS agreement or to Strategic Sourcing.

- **KFS Purchase Request (not utilizing existing agreement):**

  - 'SCM Approval Form for Software and Related Services' must be filled in and signed by requested parties.

    - Tip: SCM utilizes this form to determine what type of contract language is required for the purchase.

SUPPLY CHAIN MANAGEMENT

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