

# Submitting an IT Acquisition request for Software & Services

The IT Acquisition Request form asks [these questions](#) for Software/Service requests and [these questions](#) for Hardware requests.

*Tip:* Review the questions in advance of submitting the form, or even make a copy of the spreadsheet to collaborate on answers. Once you start submitting an IT Acquisition Request, you only have 10 minutes to submit the request.

[blocked URL](#)

**IT Acquisition Software and Service requests need to be submitted** when any new software / service is being acquired for university business; regardless of dollar amount, including cloud and IT consulting services.

**IT Acquisition requests need to be submitted** for any hardware / service / software that is NOT considered an **IT Standard Purchase**

*Note: It is recommended you know the software / service provider you want to acquire from. Multiple software providers make it difficult to review and can take significantly longer.*

IT Acquisition requests **are not needed** for renewals unless there is a significant change (i.e., what data is stored, new functionality), if the software / service already exists on campus (refer to our [Service Catalog](#)), or when the software / service is being installed on a single workstation / device for a single employee's use

For more information regarding this process, please visit our [IT Acquisitions website](#).

## Related Articles

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