

## **F30.0 SOFTWARE PURCHASES AND SITE LICENSING**

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### **SCOPE**

All software products, or site licensing <sup>1</sup> agreements, in excess of one thousand dollars. The terms "software product" and "site-license" may be used interchangeably by this policy.

### **POLICY**

Prior to purchasing software, or entering into a site-licensing agreement, the *Society* will thoroughly research the product for price, compatibility and for effectiveness. The *Society* will also do everything reasonable to ensure that the product, once purchased, will be adequately safeguarded and used strictly as intended.

### **PROCEDURE**

1. The Executive Director will determine if the Software Company offers any Charitable Giving Programs to non-profit organizations. If such programs exist the Executive Director will then prepare a written request to the vendor asking that the product be provided free of charge or at a reduced cost.
2. Prior to purchasing any software product the Executive Director will prepare a formal proposal. At the minimum, the proposal will include an explanation as to why the product is needed, the name of the product, the preferred vendor and the cost of the product. To ensure that the *Society* obtains the best possible price, no less than two additional quotes must be obtained from creditable vendors and included in the proposal.

The Executive Director must approve of all software purchases that fall within the scope of this policy.

3. All original software must be forwarded to the Executive Director for safekeeping.
4. All software purchased by the *Society* are for the sole and exclusive benefit of the *Society*, and copies will not be provided to staff, consumers, volunteers or other organizations, for personal use or for purposes other than those so intended by the *Society*.

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<sup>1</sup> A site license grants the owner, or in some cases the lessee, the right to copy and distribute a specific software product within its own jurisdiction.