**UC ANR update for buying IT-related software and services (11/1/2020)**

Information security is of the utmost importance to the University of California. In an increasingly collaborative world that depends upon shared electronic information, it is essential that UC employees follow purchasing policies regarding IT-related products and services.

UC Policy [BFB-IS-3: Electronic Information Security, Section 15](https://policy.ucop.edu/doc/7000543/BFB-IS-3) requires that all IT-related purchases undergo a Vendor Risk Assessment to determine if the product/service:

1) has access to, processes, stores or interacts with any UC information/data/infrastructure or;

2) collects information on behalf of the University or;

3) can impact the security of UC information or IT resources or;

4) is directly or indirectly involved in any way that will result in the collections/payment of monies to the university

UC ANR Process for purchase of IT-related software and services

1. If product/software is available in AggieBuy, purchase can be made and no additional review is required.
2. Check [Software at UC Davis website*.*](http://software.ucdavis.edu/) for software that can be downloaded or purchased directly and does not require additional review.
3. If product/software is not available in AggieBuy or the Software Catalog, complete the ANR IT Services [Vendor Risk Assessment form](https://ucanr.edu/portal/vra_request.cfm) . (This review requires input from the vendor and may take several weeks to complete.)
4. When approval is received from ANR IT Services, if the supplier has an agreement requiring acceptance of any terms and conditions (by signature, click-through or auto acceptance) the agreement must be reviewed and approved by UC Davis Purchasing.

***ANR employees do not have the authority to accept or sign any supplier terms and conditions or agreements on behalf of the university, whether there is an associated cost or not.***

Submit [purchase request form](https://ucanr.edu/sites/anrstaff/files/314580.pdf) and ANR IT Services approval to BOC/REC office for processing.

1. UC Davis Procurement will review and process purchase request per their usual procedures.
2. Once an Agreement is in place, purchasers have the option to pay via Pcard (for purchases under $5,000) and should include the Agreement number and ANR IT Services approval along with other supporting documents with the pcard cover page and process as usual.

Reference documents

[BFB-IS-3: Electronic Information Security](https://policy.ucop.edu/doc/7000543/BFB-IS-3)

[Appendix DS – Critical Appendix](https://www.ucop.edu/procurement-services/policies-forms/legal-forms-current/appendix-ds-8-12-2019.pdf)

[Vendor Risk Assessment form](https://ucanr.edu/portal/vra_request.cfm)

For questions regarding purchasing of IT-related products/services please contact the Business Operations Center