Software Purchase or Distribution Requests

New Purchases or Request for Additional Licenses

Requests for either the purchase of software licenses or the distribution of software should be submitted 2 months prior to the desired deployment date by submitting a request to LTS. Please check the Software page to see if it is already available.

All requests require the following:

- Reason for the request
- Budget: initial costs, annual maintenance costs, departmental contribution, etc.
- Where users will access the software (personal computer, public site, etc.)

Requests for software used in teaching must also include:

- the course in which the software will be used
- the number of students affected
- how the software will affect learning outcomes

Large-scale software purchases (high-cost, affecting the university as a whole) are made following the ISSC Software Acquisition Process, which includes all aspects of requesting quotes from multiple vendors, planning across all affected university departments, etc. See the Information Systems Steering Committee page for more information about that team.

Distribution Requests - A Request to Make Software Available at a Lehigh Public Site

Faculty with personally- or departmentally-licensed software that wish to make it available for use at LTS classrooms or computing sites must submit a copy of the software license and proof of purchase with the request.

Questions about software acquisition and distribution can be directed to Gale Fritsche at gdf2@lehigh.edu