

## **PURCHASING CONTRACTS AND POLICIES**

### **Adobe Software**

#### **I. IT SERVICES**

UofA IT Services has entered into a site licensing agreement to offer Adobe Creative Cloud licenses to campus at a heavily discounted rate. Licensing is now available for purchase from IT Services, through the [IT Services Site License Website](#).

A Creative Cloud license allows faculty and staff to install on university-owned computers any or all Creative Cloud software products, including Photoshop, Illustrator, InDesign, Dreamweaver, Premiere Pro, Acrobat Pro and others, for \$150 per year. Acrobat Pro is available to be purchased separately for \$30. Creative Cloud licensing for computer labs is also available. Creative Cloud licenses are valid for one year on a fiscal year basis and are not prorated. The software can be downloaded to only one operating system on one university-owned computer per license, and it must be removed at the end of the fiscal year unless the license is renewed.

For all questions regarding the IT Services Adobe contract, contact the IT Services help desk at 5-2905.

#### **II. RAZORBUY**

Departments which have been trained in RazorBuy are urged to utilize RazorBuy for all software-related requisitions. **The RazorBuy shopping mall offers quick access to all technology supplier catalogs with a streamlined approach for your technical needs.** Refer to the [RazorBuy Website](#) for further information, or send questions and correspondence directly to the [RazorBuy Program Training Coordinator](#).

Departments requesting orders directly from SHI for Adobe software should contact the SHI team ([ARKANSAS@shi.com](mailto:ARKANSAS@shi.com)) and provide the following information when requesting an official quote (licensing per machine):

- Full Product Name
- Quantity of License(s)
- Quantity of Media (at least one copy suggested for backup purposes)
- Computer Platform (Mac or Win)

After an official quote has been requested by the department, SHI should drop the quote into the SHI catalog in RazorBuy. The department can then initiate the ordering process through the catalog. See the [SHI Quote Process](#) for further direction.

#### **III. BASIS/UPS**

Departments which have not yet been trained in RazorBuy can order software through SHI, from the mandatory software catalog vendor in BASIS. SHI is the contracted supplier for Adobe software products at educational pricing under the Adobe CLP Contract, which is currently set to expire 3/31/2016.

Departments requesting orders directly from SHI for Adobe software should contact the SHI team ([ARKANSAS@shi.com](mailto:ARKANSAS@shi.com)) and provide the following information when requesting an official quote (licensing per machine):

Full Product Name  
Quantity of License(s)  
Quantity of Media (at least one copy suggested for backup purposes)  
Computer Platform (Mac or Win)

After an official quote is received, the department will enter a "PC" type requisition to initiate the order. Use contract number ST090208 and contract line number 9999. When building your requisition, be sure to include the following information in the appropriate areas:

Description of Order  
SHI Quote Number  
Adobe Contract Number 4400393694  
Requestor Name AND Email (for notification of access to electronic download)

**Any software licensing agreement or contract that requires a signature must be sent to your Procurement Coordinator in the Purchasing Office for review and acceptance of terms before a purchase takes place. Electronic WORD format documents are preferred for timely processing.**

**NOTE:** For technical questions regarding hardware/software information and guidance, and for access to installation codes, please connect with IT Services through the [IT Services Website](#) or contact the IT Help Desk at 575-2905.

For all general purchasing questions contact [Whitney Smith](#), Procurement Coordinator.