

Dear Luskin faculty and staff,

## Important Update Regarding All Software Purchases(\*)

### New Software Purchase Policy

BEFORE making a software purchase, the following steps must be completed:

1. Check to see if software (or similar) is available through Software Central or ASUCLA. (If so, TPRM form is *not* required.)
2. Complete the TPRM triage form for review and approval from Campus IT. ([TPRM triage form through S-NOW \(Service Now\)](#)). More information on TPRM process can be found at the [TPRM website](#).
3. Submit an order request form, along with email approval from Campus IT ( both risk and compliance, as well as accessibility approvals).

(\*) **DEFINITION OF SOFTWARE PURCHASE:** Any third-party product or service that (A) accesses, creates, receives, maintains, and/or transmits UC data; (B) processes credit card transactions on behalf of UC; and/or (C) accesses any UC system must initiate the TPRM Assessment Process on behalf of the vendor.

### Other considerations when making a software purchase:

- It is required that *all* software purchases complete a TPRM (Third-Party Risk Management) form *prior* to purchase.
- Accounts Payable will no longer approve or process software reimbursement purchases to staff/faculty. No exceptions.
- Pcard can no longer be used to purchase software *until* a TPRM form is completed and approved.

### TPRM Training

Luskin SPA will also be hosting a TPRM informational/ training session in September for all Luskin faculty and staff. Please look out for an email announcement with date and time.

In the meantime, if you have questions, please reach out to your fund manager or me.

Best,  
Rowena

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