The following procedure should be followed when purchasing <u>NEW</u> Software:

Definition of New Software: New software is any software that has not been through the software approval process. You can check the status of software at the \\Werz-dckp\paytonshare in the Approved Software database.

1. After the local committee approves the software, the software evaluation form should be submitted to the District Software Committee. Send the following to Sandra Lancaster:
     a. one copy as an email attachment
     b. the hard copy with signatures in the courier
2. The Computer Software Evaluation form will be sent to all members of the committee.
3. After the members cast their votes or concerns, the Software Decision form will be sent to the local ETSS and Diane Thorsen, Purchasing Department.The original Computer Software Evaluation Form and Software Decision Form will go to Sandra Lancaster for filing and will be added to the approved software database.

The following procedure should be followed when purchasing previously approved software:

Definition of Previously Approved Software: Any software listed in the software database as approved or established software that has been adopted countywide. Examples: Follet, Accelerated Reader, STAR Math.

1. After the local committee approves the software, the Software Request for Approved Software form should be submitted to the District Software Committee. Send the following to Sandra Lancaster:
     a. one copy as an email attachment
     b. the hard copy with signatures in the courier
2. A copy of the request will be sent to the software committee. The committee will express concerns only. No vote is necessary, but all concerns will be addressed.
3. The Software Decision form will be sent to the ETTS and Diane Thorsen, Purchasing Department. The forms will be filed and the software will be added to the approved software database.