Software Application steps & Approval Status

Submit your completed application to MITD (Sections 1, 2 & 3 should be completed)

Application is verified for completion, if any missing information is required, requestor will be contacted

Application is sent to the Chief Academic Officer for review and approval

Application is then sent to ALL the software committee members for review

If any questions or concerns come up during the review the requestor will be contacted

During the review, the Purchasing Department will determine if a contract is required. If a contract is required, the requestor will be sent the link to the contract intake form for completion

Once the committee has made their decision, the requestor will be notified via email