

## Microsoft Select Software Purchasing Procedures

(Revised November 9, 2015)

1. Contact IT for availability, part number, and cost for Microsoft software not listed below:

SHI Part Number	SHI DESCRIPTION	COST
79P-05582	OfficeProPlus 2016 SNGL MVL	\$ 337.16
065-08601	Excel 2016 Sngl MVL	\$ 121.68
077-07158	Access 2016 Sngl MVL	\$ 125.06
059-09105	Word 2016 Sngl MVL	\$ 121.68
079-07762	PwrPoint 2013 SNGL MVL	\$ 121.68
164-07330	Pblshr 2013 SNGL MVL	\$ 87.04

*As of November 2015*

*2013 versions will be installed until software vendors certify their products with 2016 version.*

2. Send an IT services request to [ithelp@winchesterva.gov](mailto:ithelp@winchesterva.gov) . Identify what is wanted and which computer is to get the software.
3. Enter purchase requisition in SPS NaviLine for the software desired. Please note that you should use the ship code “DP” so the invoice is sent to IT.

### Requisition Instructions:

Vendor:	12726 SHI International (as of 6/15/2009)
Ship to code:	Use code DP
Vendor Part Number:	“Enter SHI part number”
Commodity code:	205
Sub-com code:	056
Description of article:	Computer, PC software
Extended Description:	Enter name of software and part number as described on SHI price list. State contract # VA-131017-SHI (Ensure the part number is repeated in the extended description of the article.) <b>NEW: Enter the name of the user whose computer the software will be installed on.</b>
Cost:	Obtain from IT

4. Upon approval of the requisition, IT will install the ordered software.
5. IT will coordinate issuance of a purchase order to SHI, the Microsoft Select contractor, with Purchasing.
6. IT will send the invoice to the requesting department for payment.
7. IT will retain the license in IT.