

Purchasing a Renewal of SPSS Version 19 License

\$32 per License

This process is for purchasing the software and will take a few days. Once the eRequest is approved, the Office of the Chief Information Officer will send you an authorization code to download the software.

1. Call the IT Service Desk at (614) 688-4357. The representative will take your information for the license agreement and give you a Software Request #. (You will not complete a license agreement.)
2. Next, log onto eRequest at <http://eRequest.osu.edu>. Use your OSU user name and password. Complete your properties if you have never submitted an eRequest. Then click NEW.

Contact Information

Should fill from preferences

Purchasing/Payment Option

Buy Something: Click on "Internal Order"

Vendor/Payee & Item Details

Description: "SPSS Site License"
Quantity: 1
Estimated Amount: \$32
Total will automatically fill

Internal Vendor: "Office of Chief Info Officer (IT Svcs)"

General Request Information

Ship to:

"N/A" (your address will appear, but over write it with N/A...you will download the software)

Business Purpose:

"To renew SPSS version 19 license for use by (your name) for statistical analysis for Community Development research and programming."

Additional Information:

Enter the "Software Request #" that was given to you by the IT Service Desk representative.

Funding Source – Please note...if your home Org is not 55120, please use the Org you normally use to purchase items.

Org Number: 55120 (Approvers for Org box will have Greg's name in it.)

Split Chartfield by: Choose "percentage"

<i>BU GL:</i>	UNIV
<i>Org:</i>	55120
<i>Fund:</i>	Choose your fund to charge
<i>Account:</i>	61287
<i>User Defined:</i>	Your User Defined

Click CONTINUE; Proofread to make sure everything is filled in correctly;
Click SUBMIT REQUEST

You can print a copy if you would like to keep one for your records.

How/When to Download:

The Office of the Chief Information Officer will email you an authorization code and instructions on how to download the software.

Call Sandy (614-292-6232) with any questions you have regarding submitting the eRequest, chartfield information, or anything else.