Purchasing a Renewal of SPSS Version 19 License
$32 per License – Due by June 30, 2012

Do not wait to submit the eRequest.
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. First, complete the agreement, print, sign & date, save to your computer as "SPSS Agreement 2012 (your name)." This will be uploaded as an attachment to your eRequest.
    Windows: http://ocio.osu.edu/software/directory/slwin/#spss
    MAC:
    http://ocio.osu.edu/software/directory/slmac/#spss1103

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 Svs)"

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."

    Attachments:
            Click on "+Add" box to upload your agreement.

<u>Funding Source</u> – *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"

        BU GL: UNIV
        Org: 55120
        Fund: Choose your fund to charge
        Account: 61287
        User Defined: 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.