

# Guide to Purchasing Software

# Thinking of purchasing software out-of-pocket & requesting reimbursement?

**UCLA does NOT allow software or software-related items to be purchased out-of-pocket. Such expenses will not be reimbursed.**

## **If you need to purchase software:**

**Please contact us first to check whether it is available through approved UCLA resources.**

**If it is not available, the only option is to purchase the software using a PO or a PCard.**

**To purchase using a PO or a PCard, an approved TPRM is required.**

# TPRM Process

- UCLA TPRM portal: <https://ucla.service-now.com/grc>
- Go to “TPRM Triage” and start answering the questions, then go to the form and fill in the rest. Keep in mind while answering questions that the general purpose of TPRM is to assess what damage would be caused if either UCLA’s or the third party’s security was compromised. That helps get a better idea of what they are asking.
- More information here: <https://purchasing.ucla.edu/third-party-risk-management-procurement>
- And this is a tutorial: <https://dts.ucla.edu/products-services/security/third-party-risk-management-tprm/tprm-create-complete-and-review-triage>
- Once you get an email saying it has passed, save that email as a PDF and submit to [purchasing@ioes.ucla.edu](mailto:purchasing@ioes.ucla.edu)

**Submit purchasing requests to:**  
**[purchasing@ioes.ucla.edu](mailto:purchasing@ioes.ucla.edu)**