

Information Technology Policy

Enterprise Software Reclamation Reference Document

Number

RFD-BUSFM013A

Effective Date

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Category

Business/Financial Management

Supersedes

None

Contact

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Scheduled Review

March 2024

1. Purpose

Reference document to *ITP-BUSFM013, Enterprise Software Asset Management Policy*. This document provides a list of Enterprise Software that is subject to the Enterprise Software license reclamation process along with the criteria for each to be considered unused or underutilized.

2. Software Reclamation Criteria

Software	Publisher	Criteria for Unused	Criteria for Underutilized	Action to be taken	Users/Groups Subject to Reclamation
Office 365	Microsoft	Account inactive for 75 Days	N/A	<ul style="list-style-type: none"> 30 days: Inactive Account Notification sent to agency admins & user's supervisor with 15 days to act. 37 days: Second notification sent. 45 days: If no action taken, CUPSS will send a Separation Notification to HR Service Now (HRSN) to process. When CUPSS receives the HR Separation action, it will process, disable, and set the account to purge. 75 days: MS 365 account is purged (removes licensing) 	Contactors only (all "c-" users)

This chart contains a history of this publication's revisions.

Version	Date	Purpose of Revision
Original	03/27/2023	Base Document