PROCARD SOFTWARE PURCHASING POLICY

Purchases of software on the Procard are allowable up to $200 for software or “apps” that are purchased off the shelf or downloadable from an online site for installation on University owned IT equipment including, but not limited to, desktops, laptops, tablets, and cell phones.

This does not include any software that will provide a service, require a monthly subscription, or interact with credit cards or sensitive data in any way. It is the responsibility of the cardholder to determine that the software purchase is appropriate under this policy.

In order to purchase the software on Procard, cardholders must insure that answers to all of the following questions are “NO”.

- Will the software purchase store, transmit, or process sensitive data (PCI, FERPA, HIPAA, SSN, etc.) or have the capability to do so in the future?
- Will the Software purchase process credit card transactions or have the capability to do so in the future?
- Will the software purchase be hosted by the vendor?
- Will the software purchase require a data interface between SPIRE, HR, Finance, or any other enterprise data source?
- Will the software purchase be required for critical business processes?
- Will the software purchase require access to authentication resources such as LDAP or Active Directory?
- Will the software have a recurring monthly cost?
- Is the purchase a service? (Ex. - Access to training videos for an ongoing period of time)

If any of the answers are “Yes” then the software cannot be purchased with a Procard.

Note: When reallocating, this type of purchase falls under Account Code - 734800 – Software & IT Licenses.