Software Purchased by P-Card

Before purchasing software with a P-Card, complete this form to determine if the purchase qualifies as a P-Card transaction. If so, file this form with other backup documentation required for your P-Card purchase. For additional information on purchasing software, see Section 7.2 - Purchase of Goods and Services. For information on public and/or sensitive data, see http://go.illinois.edu/essa.

1. Will any non-public University data be shared with a third party as a result of running the software (for example, SSN, credit/debit card, health/medical, or student data)?
   - ☐ No. You may be able to purchase the software with a P-Card. Continue to Question #2.
   - ☐ Yes. Stop here. You may not make this purchase with a P-Card.

2. Is this a purchase of software libraries in which the software will be embedded into new intellectual property?
   - ☐ No. You may purchase the software with a P-Card. Skip Question #3. Complete and retain a copy of this form with your P-Card documentation for the purchase.
   - ☐ Yes. Continue to Question #3.

3. Does the software license expressly state that it may be distributed freely or included with newly-developed software without royalties or licenses to the software producer?
   - ☐ No. Stop here. You may not make this purchase with a P-Card.
   - ☐ Yes. You may purchase the software with a P-Card. Complete and retain a copy of this form with your P-Card documentation for this purchase.

Date of Purchase: __________________________

P-Card Holder Name: __________________________ Title: __________________________

Person Who Requested this Purchase

   Name: __________________________ Unit, Dept, or College: __________________________

Software Name: __________________________

Describe product:

__________________________________________________________

Describe how product will be used:

If purchased online, provide Web address (URL):

If available, provide End User License Agreement (EULA) and privacy statement Web address (URL):

I understand that my unit:
   - Is accountable for how this software or service is used
   - Must protect any systems upon which it runs or any data to which it has access
   - Must not allow any non-public University data to be shared with a third-party through use of this software or service.

P-Cardholder Signature: __________________________ Date: __________

Unit IT Head,
Department Head (or Designee) Signature: __________________________ Date: __________