Using a P-Card for Software License Purchases

Background

Effective October 2012, Purchasing Services announced that certain P-Cards would be opened for the purchase of “Click-Wrap”, “Click to Accept”, “Shrink Wrapped, and Monthly, Quarterly & Annual Subscription” software licenses.

Prior to October 2012, these types of purchases were made through the Purchasing Services department and their associated costs redistributed to the requesting department. This change occurred for two reasons:

1. To order to make the purchasing of these types of software licenses more efficient for the requestor.

2. To keep the responsibility for managing P-Card spend and redistributions with the Responsibility Center and Department.

Functionality

Not all P-Card holders have this functionality. It is ONLY available to P-Card holders that serve as a Business Manager, Department Administrator, or who work in Information Technology.

Training Requirement

Training is mandatory before the P-Card will be opened to software license purchases. This training will be available in the form of a one-hour webinar conducted by Gary Hussar of Purchasing Services.

Register for the training by sending an e-mail to Gary Hussar. Gary is also the person to contact if you have questions.

Sincerely,

PantherExpress - Purchasing Services