

**UNIVERSITY OF PITTSBURGH DESIGNATED P-CARD SOFTWARE LICENSE
PURCHASING AUTHORIZATION FORM**

This form must be completed by individuals who have a University P-Card issued to them and desire to purchase computer software licenses using their P-Card.

I am requesting authorization to use my P-Card for software license purchases. By signing this form I agree that for every P-Card software license purchase I make, that I will complete the Certification for P-Card Software License Purchases form and file the form with the required documentation for P-Card purchases. I also agree that all software licenses purchased with my P-Card will be for less than \$10,000 or my single transaction P-Card limit, whichever is less and only for “click-wrap” or “shrink-wrap” software and do not require the signature of the University. I understand that not completing and keeping the form as documentation for each software license purchase will result in the loss of making software license purchases using my P-Card.

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|----------------------------------|-------|
| P-Card Holder's Name | _____ |
| Signature of P-Card Holder | _____ |
| Date signed by P-Card Holder | _____ |
| P-Card Holder e-mail address | _____ |
| P-Card Holder phone number | _____ |
| P-Card Holder's Supervisor Name | _____ |
| Signature of Supervisor | _____ |
| Date signed by Supervisor | _____ |
| P-Card Supervisor e-mail address | _____ |
| P-Card Supervisor phone number | _____ |

For Payment Processing Use Only

| | |
|-------------|-------|
| Reviewed by | _____ |
| Date | _____ |

File with P-Card holder information