

P-Card Update: Software License Purchases

The following information was distributed to University Business Managers on Tuesday, October 16, 2012:

Purchasing Services is pleased to announce that certain P-Cards can now be opened for the purchase of “Click-Wrap”, “Click to Accept”, “Shrink Wrapped, and Monthly, Quarterly & Annual Subscription” software licenses. Currently these types of purchases are made through the Purchasing Services department and their associated costs redistributed to the requesting department.

This change is occurring for two reasons:

1. 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.

Not all P-Card holders will be given this functionality. It is **ONLY** available to P-Card holders that serve as a Business Manager, Department Administrator or an Information Technology department. The recommendation of Purchasing Services is that this functionality / responsibility is to be available to each Information Technology department through its Director or Manager.

Training is **mandatory** before the P-Card will be opened to software license purchases. This training will be available in the form of a two-hour webinar conducted by Purchasing Services. The webinars will be held each Tuesday from 9:30 AM until 11:30 AM starting October 23 through December 4. Training will **not** be available on Tuesday, November 6.

You should register for the training by sending an e-mail to Gary Hussar, gah24@pitt.edu with your choice of training date. Each training session can accommodate a maximum of 100 participants. Gary is also the person to contact if you have questions.

Please note that effective Friday, December 7, software license purchases that require a P-Card will no longer be made by Purchasing Services. So please plan accordingly.

Sincerely,

PantherExpress - Purchasing Services