UNIVERSITY OF ILLINOIS SYSTEM

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

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.uillinois.edu/essa.

1. Will any University data that is not publicly available 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, proceed 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, proceed to question 3.

　　　○ Yes, proceed to next question.

　　　　　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, proceed to question 3.

3. Will students in a classroom or computer lab be required to use the software?
　　○ Yes Stop here. You may not make this purchase with a P-Card.
　　○ No. Proceed to question 4.

4. Will faculty/staff with a known disability (as defined by the Americans with Disabilities Act) be required to use the software?
　　○ Yes Stop here. You may not make this purchase with a P-Card.
　　○ No. You may purchase the software with a P-Card. Complete and retain this form with your P-Card documentation for this purchase.

Date of Purchase: _____   P-Card Holder Name: _____   UIN: _____

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 Web address (URL) for the End User License Agreement (EULA) and privacy statement: _____

I understand that my unit:
- Is accountable for how this software 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.

P-Cardholder Signature: _____   Date: _____

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