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](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.

<table>
<thead>
<tr>
<th>Date of Purchase: __________________</th>
<th>P-Card Holder Name: __________________________</th>
<th>UIN: __________________</th>
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</thead>
</table>

Person Who Requested this Purchase

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Unit, Dept, or College: ______________________</th>
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</table>

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: __________________