



This document sets forth the processes of how to buy software/software subscriptions. Moving forward, all software/software subscriptions will be submitted to procurement via a requisition. A PO must always be created for payment to be facilitated, even if the supplier does not require a PO. Note: A PCard is not an authorized payment form for software. This process is consistent for software purchases at other research forward universities.

Allows UTech the ability to vet for security purposes including single sign on.

Allows UTech the ability to verify the digital accessibility of the software. Accessibility ensures that all people— regardless of ability— can interact with the information or services you are procuring. Visit case.edu/accessibility regarding these requirements.

