SOFTWARE PURCHASES

Do I need to fill out an IT Readiness form?

IS THE SOFTWARE FROM THE MSU TECH STORE?

YES

No I.T. review is needed.

NO

Is it on the Approved Software list.?

YES

Make note of the list's version.The p-card eDoc is required to have the following note: "This software is on the Approved Software List version #."

NO

Fill out an I.T. Readiness Form. Email it to the MSUE Business Office with the account you'll charge. They will create a REQ & MSU I.T. will review the purchase. If approved, you will receive an email approval that needs to be attached to the P-Card edoc.

Is the purchase a monthly reoccurring cost?

NO

You are all set! Remember to attach documentation (the approval email from Procurement and the I.T. Readiness Form) to the edoc.

YES

The same documentation (the approval email from Procurement and the I.T. Readiness Form) BOTH need to be attached to every P-Card edoc each month.