Did You Know: Revised Technology/Software Questionnaire

To Cardholders and Transaction Approvers-

Did You Know:

The Technology/Software Questionnaire form has been revised and is now online and once submitted will route for approvals. To request an approval to purchase software or a technology-based product (online subscription, database, electronic platform, online learning platform) using your P-Card, complete the online questionnaire. Once the request has been approved by OTS and Purchasing, the requester will receive an email notification. Once approved you may use your P-Card to make the purchase. As part of the Workday Verification process the requester must print the approved questionnaire to PDF and upload it with the receipt in Workday and file a copy in the cardholder's binder. An email request will no longer be necessary.

The link to the form can be found at https://purchasing.csn.edu/Survey/Take?qzcM_imtRusUOuWEMqA0-yRbI. You can also find the link at https://www.csn.edu/purchasing under the forms section and will soon be available on the Ask P-Card website.

This questionnaire will also be used for requisitions. If you submit requisitions, you will receive an email with instructions.

We appreciate your time in reading this email. Any questions, please feel free to reach out to the P-Card Team.