



PROCARD SOFTWARE WAIVER FORM

Use this form to request approval to purchase software on a ProCard, as it is a restricted item per the ProCard Handbook. Attach this completed form with your ProCard reconciliation packet.

Section 1: Purchase Details

Product: _____ Supplier: _____

Length of Term: _____ Cost Per Term: _____

Cardholder and Department: _____

Attach IT Solutions Consulting approval here (approved ITSC request, screenshot of ITSC Approved List, or email approval)

Section 2: Procurement Approval

Duration of approval (if applicable): _____

By signing this form, I authorize ProCard payment for the specified Product by the specified Cardholder or Department, until further notice from Procurement or ITS, or for the duration specified above.

Print Name

Signature

Date

Director of Procurement: _____