

Purchase Card (PCard) Guidelines Policy Update for Hardware and Software

Corporate Cards Services has established blocked MCC (Merchant Codes) from use on the Purchase Card (PCard) related to transactions for purchases of hardware and software. Transactions will be blocked at the point-of-sale level.

Software or cloud hosting subscriptions that include PII, PHI, PCI, FERPA or any other protected data owned by the University that is being shared or stored outside of UMIT/UHIT's supported systems could represent a risk to the University. Therefore, the route of creating a requisition/purchase order must be followed to ensure proper review and approval by Central offices. Review all software purchases currently set up for renewals using the PCard.

Any request to make an exception for software renewal using the PCard must be approved by the Corporate Cards Services office. The review is to confirm that the purchase is compliant and is not in violation of any policies, procedures, or regulations.