



Software Waiver Form

Used to request Procurement Specialist approval to purchase software or other Information and Communication Technology (ICT) with a ProCard or Vendor Payment Request Form

Requester Information

Requester Name _____ Requester Signature _____
Requester Email _____ Department/College _____
Date of Request _____ Name on ProCard _____

Product and Use

Vendor name _____
Product name _____
Dollar amount of purchase _____
Anticipated date of purchase _____
Audience size and description _____
Product used for _____

Qualifying Criteria

To qualify for a waiver, the product must meet all criteria.

By checking the boxes below, you certify the information is accurate.

- Purchase price does not exceed \$2,500
- Product will not collect, use, or store [confidential information](#)
- The product does not require renewal of annual maintenance
- This is not for web hosting/development or a domain name registration
- A current [ICT Review](#) is on file (fill in the date it was approved _____)

Submit this form to your assigned Procurement Specialist for review.

If approved, provide the waiver number on ProCard Reconciliation Statement or Vendor Payment Request Form.

For Strategic Business Services' Use Only

Approved by _____ Signature _____
Waiver number _____ Date approved _____
Notes _____