Dear Campus Community,

In a collaborative effort, CPM has been working with IT and AP (PCC Unit) on streamlining a process to provide more efficient customer service to our customer departments when it comes to the purchase of software. This process is rolling out to the campus community this week. IT Coordinators have been identified and attended training an initial training on October 21. Please reach out within your department for your IT Coordinator when procuring software.

Below is a summary of what we expect to occur and how it should help to streamline the purchase of software by including the PCC as a regular method of payment when certain conditions are present.

1. The new process will allow IT Security, IT Accessibility and Procurement to work *simultaneously, rather than in a linear fashion* as with the past processes. This should save time.

2. If no risks, or low risks are identified by IT Security and IT Accessibility, and if low risk to procurement (low $$$) then PCC would be the payment tool.

3. If Agreement exists in the repository, along with IT Security and IT Accessibility checks, either PCC if in $$ authority or PO will be much quicker as we don't have to assess.

4. The ServiceNow Workflow is an interactive workflow where the customer can see any notes that are input by IT Security, IT Accessibility, and Procurement as it relates to customer's request.

5. The final document in ServiceNow can then be used as backup for the PCC expense report or as backup for a PO, whichever is identified to be the appropriate procurement method.

Your participation in this workflow is greatly appreciated. There will be some hiccups as we begin implementation, but we will be on alert for feedback to make any needed corrections.

Additionally, we are looking at policy changes that should support this program and add some additional time saving options such as adding other items authorized to be purchased on PCC.

CPM is happy to provide any additional information should it be requested

Thank you,
Tami Ford, Direct of Contracts & Procurement Management
and CPM staff.