

## PCard Software Questionnaire

**The Questionnaire applies to all software products in any form. Please note that software can be supplied in different forms; some examples are via a software disk, through a download, by accessing or subscribing to a web service, by using cloud storage, or by setting up a web page.**

**Please review the following questions and if the answer is yes to one or more of them then you must contact the PCard Coordinator prior to PCard usage.**

Provide the website address you intend on making the purchase from?

What will be the main use of the software?

Is the company you would like to purchase the software from a foreign entity?

Does the vendor have many complaints filed against it with the Better Business Bureau?

Are you aware of any issues or complaints that UNLV has with this vendor?

Will the product use or access or use personal information? (examples of personal information include name, social security number, employee number, registration number, e-mail address, personal financial information, personal credit information, medical information, or health insurance claim information, but would exclude the mere provision of contact information for billing purposes or administration purposes)

Will the vendor be hosting information for UNLV (for example maintaining a database or providing cloud storage)?

Will the vendor be providing a website to UNLV?

Will the software be accessed through the internet?

Will the vendor have access to the software remotely?

Can the product result in personal injury (e.g. used in a medical procedure)?

Will the vendor of the product be coming on campus for installation, training, maintenance or other reason?

Will the vendor be providing any additional services, such as registering for web domains on UNLV's behalf or performing marketing, email blasts, or online ad placement services?

Does the vendor request use of UNLV's name or to put UNLV on a reference/customer list?

Does the purchase involve a domain name?

Do you have any concerns about making the purchase?

**PLEASE NOTE THAT AN ANSWER OF NO TO ALL OF THE ABOVE DOES NOT RELIEVE YOU FROM COMPLIANCE WITH ALL OTHER REQUIREMENTS PERTAINING TO THE PCARD. PLEASE ALSO NOTE THAT IF THE SOFTWARE IS SUBJECT TO AN AUTOMATIC RENEWAL, YOU ARE RESPONSIBLE FOR CANCELLING PRIOR TO THE END OF THE TERM IF YOU DO NOT WANT TO RENEW.**