



UNIVERSITY of NORTH CAROLINA WILMINGTON

SWOOP News - Purchase of Technology and Software related Products and Services.

The university has established purchasing authority in [policy 05.151](#) for the procurement of goods and services. uShop, the university's established e-procurement system, is the system of record for the procurement of all technology and software related purchases. This includes but is not limited to hardware, software, apps, subscriptions, and access to databases.

When you identify a need for technology, software or other IT/Technology related products or services, please enter your requisition in uShop. uShop allows for the required ITS and Purchasing reviews for data security, system integration or compliance, and to establish adequate terms and conditions of purchase and contracting with the vendor. If the university cannot agree to the vendor's terms from an ITS security business use perspective and from NC purchasing perspective, the requisition will be denied. Purchasing and ITS will work with the department to select an alternative provider for the desired product. This process also applies to use of the PCard for software, technology subscriptions or SaaS that may be purchased through an e-commerce platform. Once the requisition is approved by ITS and Purchasing, the PCard purchase will be authorized, and the department may proceed with the purchase.

Should you have any questions or need assistance, please direct Purchasing questions to John Robinson, Director of Purchasing at [robinsonj@uncw.edu](mailto:robinsonj@uncw.edu) or extension 23154. Thank you for your efforts and assistance to ensure university data compliance and compliance with State of North Carolina law and code.

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**PURCHASING SERVICES**

601 South College Road • Wilmington, North Carolina 28403-5615 • Tel 910-962-3158 • Fax 910-962-3829

PERSONAL CREDIT CARD REIMBURSEMENT FOR TECHNOLOGY PURCHASES  
13-DECEMBER -2021