



Office of the Controller Subscription Purchases Resource

This resource outlines the process for completing a purchase for recurring subscriptions requiring card payment, including required documentation, timelines, and how the team will complete the purchase.

Step 1: Before requesting a subscription purchase, complete the form including the chartfields, subscription details (vendor, cost, billing frequency, and term), and proper approval signatures.

Department approval must follow the workflow approver for the department listed on the request form, consistent with Requisitions, Payment Requests, and Expense Reports.

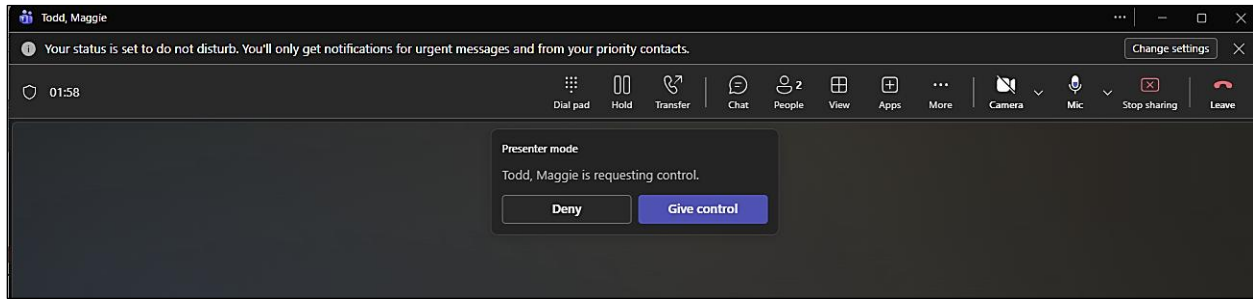
- Use the **SC_SECURITY_DEPT_APPROVER_ROLE** query to identify Level 1 and Level 2 approvers.
- If using USCSP funds, only the Principal Investigator (PI) signature is required at Level 1. The Treasury team will send periodic summary emails to Level 2 approvers outlining purchases made. Approvers will be asked to respond to confirm their approval, and that email confirmation will be saved and attached to the corresponding expense report.
- The [Department Approval Query Quick Reference](#) provides step-by-step instructions for using the above query in Finance PeopleSoft.

Step 2: Email the completed form to cards@mailbox.sc.edu to request a purchase. The team will respond with a time for a Teams Meeting based on the preferred options indicated on the form.

Step 3: The team will complete the subscription purchase within **3–5 business days** of receiving a complete request.

Please have the website open, items selected, in the cart, and ready to share your screen prior to joining the scheduled call so the purchase can be completed efficiently.

Step 4: The team will take control of the screen when it's time to make the payment. Click the **Give Control** button to allow access for control.



Step 5: The team will make the purchase. The form with approvals and a screenshot of the proof of payment will be attached to the Teams meeting before ending the call.