If no, use SC1229

No, use SC1079

Is the software cloud-based

If yes, use SC1079

Yes, use SC1230

If no, does the contract have a clause that it can be canceled at any time by both parties?

If no, is the contract solely to provide IT support services?

Yes, use SC1079

Does the contract include a hardware component where the software component is insignificant?

If yes, use SC1079

Is the agreement for less than 12 months (including any options to extend regardless of probability of renewal)?

Is the cost $100,000 or more (including this year and any optional renewals?

No, use SC1079

Does it need to be set up as prepaid?

If the spend category is SC1229 you will not set it up as prepaid no matter the cost or crossing fiscal years.

If the spend category is SC1079, it crosses fiscal years, and the portion that will be in next fiscal year is $10,000 or greater it will need to be set up as prepaid. All three things must apply to require prepaid set up.