

Information Technology Policy

Enterprise Software Reclamation Standard

Number
STD-BUSFM013A

Effective Date
March 27, 2023

Category
Business/Financial Management

Supersedes
None

Contact
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Scheduled Review
September 2025

1. Purpose

Reference document to *ITP-BUSFM013, Enterprise Software Asset Management Policy*. This document provides a list of Enterprise Software that is subject to the Enterprise [Software License Reclamation](#) process along with the criteria for each to be considered unused or underutilized.

2. Software Reclamation Criteria

| Software | Publisher | Criteria for Unused | Criteria for Underutilized | Action to be taken | Users/Groups Subject to Reclamation |
|------------|-----------|------------------------------|----------------------------|---|-------------------------------------|
| Office 365 | Microsoft | Account inactive for 75 Days | N/A | <ul style="list-style-type: none"> • 30 days: Inactive Account Notification sent to agency admins & user’s supervisor with 15 days to act. • 37 days: Second notification sent. • 45 days: If no action taken, CUPSS will send a Separation Notification to HR Service Now (HRSN) to process. When CUPSS receives the HR Separation action, it will process, disable, and set the account to purge. • 75 days: MS 365 account is purged (removes licensing) | Contactors only (all “c-“ users) |

This chart contains a history of this publication's revisions.

| Version | Date | Purpose of Revision |
|----------|------------|---------------------|
| Original | 03/27/2023 | Base Document |
| Revision | 09/05/2024 | Updated Title |
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