FLORIDA STATE UNIVERSITY
INFORMATION TECHNOLOGY SERVICES

Software/Services Procurement Checklist | **PCard Purchase Only** VISA MasterCard

Form Version #: 20201210 | SEE IMPORTANT INFORMATION AT THE END OF THIS FORM

Section 1 | Purchaser Information

1. Requestor's name:	
2. Requestor's phone (*format: **(000) 000-0000***):	
3. Requestor's unit:	
4. Date this form completed (*format: **mm/dd/yyyy***):	
5. Type of purchase (**PCard Purchase Only**): VISA MasterCard	☑ **PCard**: **forward a completed copy of this form to PCard-ITS-Review@fsu.edu** *NEW* *FAILURE TO SEND THIS FORM TO PCard-ITS-Review@fsu.edu MAY RESULT IN A DELAY IN OBTAINING APPROVAL FOR THIS PURCHASE!*

Section 2 | Purchase Narrative

6. *Provide a short narrative on this purchase, describing how this software/service will be used in your unit.*

Section 3 | Software/Service Description

7. Name of the software/service:	
8. Name of the vendor/supplier of the software/service:	
9. Website for the software/service and/or the vendor/supplier:	
10. Cost of software/service:	$ ❑ This is the **annual/one-time** cost ❑ This is the **monthly** cost
11. Is this request for a Website and/or a domain name registration (check **_ALL_** that apply and complete the information for **Yes**):	❑ No ❑ **Yes** – This is for hosting a Website (or Websites): Website URLs to be hosted: ❑ **Yes** – This is for domain registration Website URLs to be registered:

FLORIDA STATE UNIVERSITY
INFORMATION TECHNOLOGY SERVICES

Software/Services Procurement Checklist | **PCard Purchase Only** VISA MasterCard
Form Version #: 20201210 | SEE IMPORTANT INFORMATION AT THE END OF THIS FORM

12. Purchase type (check ***ALL*** that apply):	❒ **First Purchase**, one-time purchase only ❒ **First Purchase** for a recurring license(s) (***will be renewing***) ❒ *Check if the vendor will automatically renew the license(s) at renewal time* ❒ **Adding additional license(s)** to current software/service ❒ **Renewal of an existing license** for software/service
13. Complete Budget Number for this purchase:	***Department ID (***6 digits***) – Fund (***3 digits***)***
14. Name of PCard holder who will be purchasing the VISA MasterCard software/service:	

Section 4 | Availability

|	
15. Is the software/service in this Checklist currently available in **SpearMart** (check one only)?	❒ **Yes** – the software/service is available in **SpearMart** 🛑 If you answered **Yes** you must purchase this through **SpearMart** ❒ No – neither the software/service nor the vendor/supplier are in **SpearMart** ❒ No – the software/service is not in **SpearMart**, but the vendor/supplier is a registered and active supplier in the system
16. Is the specific software/service in this Checklist currently available through ITS Software Licensing (check one only)?	❒ **Yes** – the software/service is available through ITS 🛑 If you answered **Yes** you must purchase this through ITS ❒ No – the specific software/service not available through ITS Visit **http://its.fsu.edu/service-catalog** for verification
17. Are you aware of any other FSU unit using the software/service?	❒ No ❒ Yes – Other unit(s):

Section 5 | Authentication, Integration, Security and Privacy

18.	Will the software/service require authentication (*username and password*) (check one only)?	❒ No – no authentication required ❒ Yes – but usernames and passwords are provisioned by the administrator or user of the software/service ❒ Yes – it uses FSUID and password, but ***this is already in place*** ❒ **Yes** – it will use FSUID and password, but *my unit will need to work with ITS to implement this*
19.	Will the software/service be configured to send electronic communications (e.g.: emails, text messages)?	❒ No ❒ **Yes** – the software/service will be configured to automatically send electronic communications (e.g.: emails, text messages)
20.	Provide a description of information the software/service will store or process (*provide complete details, e.g., **not just "documents,"** but **the kind of information contained in the documents**, etc.*):	*Examples include: Student information, such as name and email address, or other personally identifiable information, including images; unit or FSU financial information (and type); research information (including grant information); health-related information; intellectual property; alumni/Foundation information; public information for a Website; server/system notifications.*
21.	Based on the description in **question #20**, what best categorizes the type of information (check one only)?	❒ 1. (**Protected**) Information deemed confidential under federal or state law or rules, FSU contractual obligations, or privacy considerations such as the combination of names with respective Social Security Numbers. This would include FERPA (*such as student email addresses*) and HIPAA data. ❒ 2. (**Private**) Information not classified as Protected or Public. Examples include email correspondence, budgetary information, departmental or FSU planning information, purchasing, course exams and evaluations, private funding information, and restricted-use contractual information. ❒ 3. (**Public**) Information intended to be readily available to the public including general information public websites, financial information on public-sponsored projects, press releases, maps, employee directories, syllabi, course information, and published research. ⚠ YIELD If you need assistance in categorizing the information send an email to: **ITS-Privacy@fsu.edu**
22.	Will any of the information described in **question #20** be accessible by the vendor?	❒ No – the information will reside on systems within the FSU network ❒ **Yes** – The information will reside on the vendor's system

Software/Services Procurement Checklist | **PCard Purchase Only** 💳 💳

Form Version #: 20201210 | SEE IMPORTANT INFORMATION AT THE END OF THIS FORM

23.	How will this information be entered/collected by the software/service (check one only)?	❏ The information will be manually entered by someone in my unit ❏ The information is already being <u>automatically collected from other FSU</u> <u>systems</u> ❏ The software/service can automatically collect the information from other FSU systems, but *my unit will need to work with ITS to implement this*
24.	Is the software/service considered to be vital to your unit, needing availability during a major disaster or extended campus disruption?	❏ No ❏ Yes – This software/service will be vital for our unit even during a major disaster or extended campus disruption
25.	**Other than when <u>initially buying</u> the software/service with a PCard,** does the software/service store FSU financial data and/or accept credit cards (or other online services, such as PayPal) for payment from people using the software/service?	☑ Yes – The FSU PCard (*listed in #14*) will be used in this request ❏ Yes – **After** purchasing and installing, the software/service **will** store financial data and/or process credit card payments for my unit or for FSU, such as **an accounting system** or **a point-of-sale system** ❏ No – **After** purchasing and installing, the software/service **will NOT** store any financial data and/or process any credit card payments

###
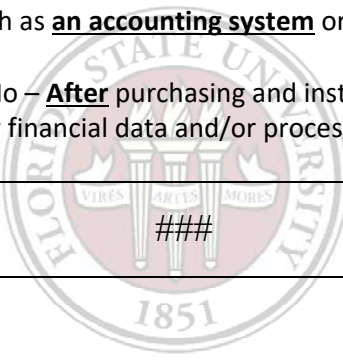
Additional comments (*optional*):

IMPORTANT INFORMATION ABOUT THIS FORM

Previous versions of this form will NOT be accepted after 01 January 2021.

ALWAYS DOWNLOAD A NEW COPY FROM: **http://fla.st/its-checklists**

Do **NOT** download and save a copy of this form for future use.