



Software/Services Procurement Checklist | **PCard Purchase Only**
Form Version #: 20180907 | 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):	<input checked="" type="checkbox"/> PCard : forward a completed copy of this form to <u>PCard-Review@fsu.edu</u> FAILURE TO SEND THIS FORM TO <u>PCard-Review@fsu.edu</u> MAY RESULT IN A DELAY IN OBTAINING APPROVAL FOR THIS PURCHASE!

Section 2 | Purchase Narrative

6. Please provide a short narrative on this purchase, describing how this software/service will be used in your unit, if it will be used on a specific project or grant, and if it will replace a current manual or electronic business process 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:	\$



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<p>11. Software/service type (check one only):</p>	<p><input type="checkbox"/> One-time purchase, perpetual license, upgrades included</p> <p><input type="checkbox"/> One-time purchase, perpetual license, but future upgrades are an additional cost</p> <p><input type="checkbox"/> Upgrade to a previous purchase of a perpetual license</p> <p><input type="checkbox"/> Recurring license, and this is the first purchase</p> <p><input type="checkbox"/> Recurring license, and this is a renewal (or upgrade) of the license *</p> <p><input type="checkbox"/> This is for additional licenses or additional access to a software/service already in use</p> <p>* PCard rules specify that software/services cannot be auto-renewed.</p>
<p>12. Name of PCard holder who will be purchasing the software/service:</p>	

Section 4 | Availability

<p>13. Is the software/service in this Checklist currently available in SpearMart (check one only)?</p>	<p><input type="checkbox"/> No – neither the software/service nor the vendor/supplier are in SpearMart</p> <p><input type="checkbox"/> No – the software/service is not in SpearMart, but <u>the vendor/supplier is an active supplier in the system</u></p> <p><input type="checkbox"/> Yes – the software/service is available in SpearMart *</p> <p>* PCard rules specify that PCards cannot be used to purchase software or services that are already available in SpearMart</p>
<p>14. Is the specific software/service in this Checklist currently available through ITS Software Licensing (check one only)?</p>	<p><input type="checkbox"/> No – the specific software/service not available through ITS Software Licensing</p> <p><input type="checkbox"/> No – but <u>a similar software/service</u> is available through ITS Software Licensing. Reason for not using the similar software/service:</p> <p><input type="checkbox"/> Yes – the software/service is available through ITS Software Licensing</p> <p>-----</p> <p>Visit http://its.fsu.edu/swl for verification</p>



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15. Are you aware of any other FSU unit using the software/service?	<input type="checkbox"/> No <input type="checkbox"/> Yes – Other unit(s):
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Section 5 | Authentication, Integration, Security and Privacy

16. Will the software/service require authentication (<i>user name and password</i>) (check one only)?	<input type="checkbox"/> No – no authentication required <input type="checkbox"/> Yes – but user names and passwords are provisioned by the administrator or user of the software/service <input type="checkbox"/> Yes – it uses FSUID and password and <u>this is already in place</u> <input type="checkbox"/> Yes – it will use FSUID and password, but <i>my unit will need to work with ITS to implement this</i>
17. Will the software/service store FSU information which is considered Protected, Private or Public , <u>as defined</u> in the Information Privacy Policy (check one only)?	<input type="checkbox"/> No – no FSU information will be stored by the software/service <input type="checkbox"/> Yes – and the FSU information will be manually entered by someone in my unit <input type="checkbox"/> Yes – and the FSU Information is already being <u>automatically collected from other FSU systems</u> <input type="checkbox"/> Yes – and the software/service can automatically collect the FSU information from other FSU systems, but <i>my unit will need to work with ITS to implement this</i> <p>-----</p> <p>The Information Privacy Policy can be found at: <u>https://its.fsu.edu/ispo/policy</u></p>
18. Based on the Information Privacy Policy, indicate the <u>most restrictive</u> type of FSU information to be stored in the software/service (check one only):	<input type="checkbox"/> Not applicable, #17 was answered “No” <input type="checkbox"/> 1. Protected <input type="checkbox"/> 2. Private <input type="checkbox"/> 3. Public
19. Where will the FSU information be stored (check one only)?	<input type="checkbox"/> Not applicable, #17 was answered “No” <input type="checkbox"/> On a system in my unit <input type="checkbox"/> On a system outside of my unit but within the FSU network <input type="checkbox"/> On the vendor’s system or other system outside of the FSU network



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<p>20. Other than when <u>initially buying the software/service with a PCard</u>, will the software/service store FSU financial data and/or process credit card payments for your unit or for FSU?</p>	<p><input type="checkbox"/> No – the software/service <u>will NOT</u> store FSU financial data and/or process credit card payments</p> <p><input type="checkbox"/> Yes – the software/service <u>will</u> store FSU financial data and/or process credit card payments for my unit or for FSU</p>
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Additional comments (*optional*):

IMPORTANT INFORMATION ABOUT THIS FORM

Previous versions of this form will NOT be accepted after 21 September 2018.

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

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