



Software/Services Procurement Checklist | **for Requisitions**  
**Form Version #: 20180215**

## Section 1 | Purchaser Information

1. Your name:	
2. Your telephone number (format: <b>(000) 000-0000</b> ):	
3. Your unit:	
4. Date this form completed (format: <b>mm/dd/yyyy</b> ):	
5. Type of purchase <b><u>(SpearMart/Purchase Order Only)</u></b> :	<input checked="" type="checkbox"/> SpearMart/Purchase Order: <b>attach this completed form to Requisition via a Comment to the Requisition.</b> The comment Email notification should go to <b>both</b> Kenneth C. Johnson and Hansen W. Meyer. This will provide automatic notification that this checklist is ready for review.

## Section 2 | Purchase Narrative

6. <i>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.</i>
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## Section 3 | Software/Service Description

7. Name of software/service:	
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## Section 4 | Authentication, Integration, Security and Privacy

8. Will the software/service require authentication ( <i>user name and password</i> )	<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 <u>my unit will need to work with ITS to implement this</u>
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9. Will the software/service store <b>information</b> ? <b>Check one only</b>	<input type="checkbox"/> No – no <b>information</b> will be stored by the software/service <input type="checkbox"/> Yes – and the <b>information</b> will be manually entered by someone in my unit <input type="checkbox"/> Yes – and the <b>information</b> is already being <u>automatically collected</u> from other FSU systems <input type="checkbox"/> Yes – and the software/service can automatically collect the <b>information</b> from other FSU systems and <u>my unit will need to work with ITS to implement this</u>
10. Indicate the type of <b>information</b> to be stored in the software/service, <u>as defined</u> in the University Information Classification Guidelines (see: <a href="http://fla.st/2zt9knd">http://fla.st/2zt9knd</a> ):	<input type="checkbox"/> Not applicable, #9 was answered “No” <input type="checkbox"/> Private <input type="checkbox"/> Protected <input type="checkbox"/> Public
11. Where will the <b>information</b> be stored (check one only)?	<input type="checkbox"/> Not applicable, #9 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
12. <b>Other than when initially paying the vendor for the software/service</b> ( <i>one time or recurring</i> ), will credit cards or other financial transactions be processed in or by the software/service or vendor?	<input type="checkbox"/> No <input type="checkbox"/> Yes

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Additional comments (*optional*):