FLORIDA STATE UNIVERSITY
INFORMATION TECHNOLOGY SERVICES

ITS Software/Service Checklist for Requisitions
Form Version #: 20180215

Section 1 | Purchaser Information

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

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 software/service:	

Section 4 | Authentication, Integration, Security and Privacy

8. Will the software/service require authentication (*user name and password*)	❒ No – no authentication required ❒ Yes – but user names and passwords are provisioned by the administrator or user of the software/service ❒ Yes – it uses FSUID and password and <u>this is already in place</u> ❒ Yes – it will use FSUID and password, but <u>my unit will need to work with ITS to implement this</u>

9. Will the software/service store **information**? **Check one only**	❑ No – no **information** will be stored by the software/service ❑ Yes – and the **information** will be manually entered by someone in my unit ❑ Yes – and the **information** is already being <u>automatically collected</u> from other FSU systems ❑ Yes – and the software/service can automatically collect the **information** from other FSU systems and <u>my unit will need to work with ITS to implement this</u>
10. Indicate the type of **information** to be stored in the software/service, <u>as defined</u> in the University Information Classification Guidelines (see: https://fla.st/2CHGFOb):	❑ Not applicable, **#9 was answered "No"** ❑ Private ❑ Protected ❑ Public
11. Where will the **information** be stored (check one only)?	❑ Not applicable, **#9 was answered "No"** ❑ On a system in my unit ❑ On a system outside of my unit but within the FSU network ❑ On the vendor's system or other system outside of the FSU network
12. **Other than when <u>initially paying</u> the vendor for the software/service** (*one time or recurring*), will credit cards or other financial transactions be processed in or by the software/service or vendor?	❑ No ❑ Yes

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Additional comments (*optional*):