NEW CHECKLISTS

1. ITS Software/Service Checklist for PCard Purchases

2. ITS Software/Service Checklist for Requisitions

http://fla.st/its-checklists

(cAsE sEnSiTiVe)

All are version #: 20180215
ITS reviews requisitions and PCard purchases of software, IT services and servers/storage solutions to ensure that there are:

- No security or integration challenges with the purchase
- Opportunities for efficiencies and cost savings
Preference is to use **Software Request** link in the Forms navigation bar in the Shopping Dashboard.
The Software Checklist is embedded in the Requisition request form:

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

- Will the software/service (S/S) store information?
  - No – no information will be stored by the S/S
  - Yes – the information is already being automatically collected from other FSU systems
  - Yes – the information will be manually entered by someone in my unit
  - Yes – the S/S can automatically collect the information but my unit needs to work with ITS on this

- Indicate the type of information to be stored in the software/service as defined in the University Information Classification Guidelines,
  - Not applicable, answered “No” to previous question
  - Private
  - Protected
  - Public
If the embedded Checklist is not used (e.g., another Requisition form is initially selected), the Checklist will be uploaded via a Comment to the Requisition during the review process:
After completing the Checklist, upload via a Comment to the Requisition, and make sure Kenneth C. Johnson and Hansen W. Meyer are added email recipients (click on add email recipient... link to search)
Make sure some verbiage is added to the text box (such as “Completed Checklist attached”)
Finally, YOU MUST enter a File Name in the File Name text box (such as “Completed Checklist”)

and…
...of course, actually browse and find the completed checklist.
FOR PCARD PURCHASES

- Follow the normal procedures for using a PCard
- For software or services, download and complete the Checklist from [http://fla.st/its-checklists](http://fla.st/its-checklists) (Case Sensitive)
The completed Checklist must be emailed to:

PCard-Review@fsu.edu

FAILURE TO SEND THE COMPLETED FORM TO PCard-Review@fsu.edu MAY RESULT IN A DELAY IN OBTAINING APPROVAL FOR THE PURCHASE!
ITS CHECKLISTS

1. For Software/Service Requisitions, use the Software Request link in SpearMart.
2. Complete all sections of the Checklist!
3. Carefully follow the instructions on line #5 of each Checklist. Failure to follow the instructions on line #5 may result in a delay in obtaining approval of the purchase.
4. Instead of saving a blank copy to your computer, you should always download blank Checklists (and get the current More Information) from this site:

http://fla.st/its-checklists
(cAsE sEnSiTiVe)
Information Technology Services

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