



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) :	<input checked="" type="checkbox"/> 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:	
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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 information ? Check one only	<input type="checkbox"/> No – no information will be stored by the software/service <input type="checkbox"/> Yes – and the information will be manually entered by someone in my unit <input type="checkbox"/> Yes – and the information is already being <u>automatically collected</u> from other FSU systems <input type="checkbox"/> 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 https://its.fsu.edu/data-classifications	<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 information 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. Other than when initially paying the vendor for the software/service (<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*):