

ITS Software/Service Checklist for Requisitions

Form Version #: 20240901

Section 1 | Purchaser Information

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| 1. Your name: | |
| 2. Your telephone number <i>(format: (000) 000-0000):</i> | |
| 3. Your unit: | |
| 4. Date this form completed <i>(format: mm/dd/yyyy):</i> | |
| 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 will then be sent to the relevant approvers. This will provide automatic notification that this checklist is ready for review. |

Section 2 | Purchase Narrative

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| <p>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></p> |
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Section 3 | Software/Service Description

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|------------------------------|--|
| 7. Name of software/service: | |
|------------------------------|--|

Section 4 | Authentication, Integration, Security and Privacy

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| <p>8. Will the software/service require authentication (<i>user name and password</i>)</p> | <p><input type="checkbox"/> No – no authentication required</p> <p><input type="checkbox"/> Yes – but user names and passwords are provisioned by the administrator or user of the software/service</p> <p><input type="checkbox"/> Yes – it uses FSUID and password and <u>this is already in place</u></p> <p><input type="checkbox"/> Yes – it will use FSUID and password, but <u>my unit will need to work with ITS to implement this</u></p> |
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Software/Services Procurement Checklist | **for Requisitions**

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|---|--|
| <p>9. Will the software/service store information? Check one only</p> | <p><input type="checkbox"/> No – no information will be stored by the software/service</p> <p><input type="checkbox"/> Yes – and the information will be manually entered by someone in my unit</p> <p><input type="checkbox"/> Yes – and the information is already being <u>automatically collected</u> from other FSU systems</p> <p><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></p> |
| <p>10. Indicate the type of information to be stored in the software/service, <u>as defined</u> in the University Information Classification Guidelines (see: fla.st/GI8FQ2QS):</p> | <p><input type="checkbox"/> Not applicable, #9 was answered “No”</p> <p><input type="checkbox"/> High-Risk</p> <p><input type="checkbox"/> Moderate-Risk</p> <p><input type="checkbox"/> Low-Risk</p> |
| <p>11. Where will the information be stored (check one only)?</p> | <p><input type="checkbox"/> Not applicable, #9 was answered “No”</p> <p><input type="checkbox"/> On a system in my unit</p> <p><input type="checkbox"/> On a system outside of my unit but within the FSU network</p> <p><input type="checkbox"/> On the vendor’s system or other system outside of the FSU network</p> |
| <p>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?</p> | <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> |

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Additional comments (*optional*):