

To be completed by all offices and departments seeking procurement of information technology related software and services (i.e., Hosted) not otherwise covered under existing campus licensing agreements. Additionally, offices and departments are exempt from completing this form if all of the following criteria is true:

- 1) Procurement amount is < \$5,000.
- 2) Software and/or service can be purchased under an existing contract.
- 3) Software and/or service does NOT involve sensitive information including student and/or employment data.

<p><b>Instructions:</b></p> <p>Please complete the form and click the "Submit by Email" button at the bottom of the form. Allow 3-5 business days to process. Note that approvals should be sought prior to submitting the purchase request, contract, etc. to Procurement Services. Once approved, the form will be returned to the Initiator and should accompany the purchase requisition, contract, etc. to Procurement Services.</p>	<p><b>IT Staff Use</b></p> <p>Request No:</p> <p>_____</p>
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**Initiator Contact Information** (To be completed by department)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept/Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Mailcode: \_\_\_\_\_

**Purchase Request Summary** (To be completed by department)

Vendor: \_\_\_\_\_ Purchase Price: \_\_\_\_\_

Website (URL): \_\_\_\_\_

Name of Software/Service: \_\_\_\_\_

Description of Software/Service: (Please enter sufficient detail to evaluate request. If necessary, you may send additional information.)

**Security Checklist** (To be completed by department)

Yes No

1) Does software/service collect or house sensitive information including student and/or employment data?  Yes  No

If 'Yes', please explain.

2) Will the software/service be hosted off-site?  Yes  No

If 'Yes', further detail may be required from the vendor to comply with SIUC security standards. You may proceed to question #4

- 3) Will the software/service be installed on SIUC hardware?
- a) Will new hardware be required and/or included in this purchase?
- If 'Yes', please list the intended make and model. \_\_\_\_\_
- b) What is the physical location (BLDG & Room) of the hardware? \_\_\_\_\_
- c) What is the IP address? \_\_\_\_\_
- d) Will the software/service be installed on a desktop?
- If 'Yes', does the desktop serve as the primary desktop for the principle user?
- e) Will the software/service be installed on a server?
- f) Please specify the Network ID of the principle user? \_\_\_\_\_
- g) What Operating System (OS) will be used to support this software/service? \_\_\_\_\_
- h) Is the OS, including underlying application software, regularly patched?
- If 'Yes', please explain.
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- 4) Approximately how many users will have access to this software/service? \_\_\_\_\_
- 5) Will any of the following software be present on the same hardware as required by the software in this purchase?
- a) Java
- b) Flash
- c) Adobe Reader

If so, is the above software regularly updated? Please explain.

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### Information Technology Approvals

Decision:  Approved  Conditionally Approved  Denied

CIO Signature:

Director of Information Security Signature (if appropriate):

Notes: