**Department of Purchasing & Contracts**

**SOFTWARE, TECHNOLOGY, & ONLINE PURCHASE INFORMATION REQUEST FORM**

User’s Name: Department:

Supervisor’s Name: Estimated Cost:

1. What is the Product Name for the software, technology, or online services you want to purchase?

2. What is the Company Name and Web Address?

3. Are you working with a specific Sales Rep and if so, what is their name and email?

3. Please describe what this software/technology/website does:

4. Please mark who will use this software/online application:

\_\_ UNC Employee(s)

\_\_ Student(s)

\_\_ Other(s)­: If you selected Other(s), please explain who the Other(s) are and why UNC is paying for the software online application:

5. If this software, does it collect, transmit, or receive PII (Personally Identifying Information) or PHI (Personal Health Information)? NO ­­ If YES, please explain:

6. If this is software, does it need to process data from current IM&T systems or Banner? NO ­­ If YES, please explain:

7. Will you need assistance from IM&T staff with installation, for example in a computer lab or on faculty equipment? NO ­­ If YES, please explain:

8. Does IM&T need to control the log-in authentication? NO ­­ If YES, please explain:

9. Will you need IM&T to provide ongoing support for the application?