**Department of Purchasing & Contracts**

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

User’s Name: Department:

Supervisor’s Name: Estimated Cost:

Thank you for your request to purchase software or online services. In order to expedite the IM&T Approval process, we kindly request that you respond to the following questions. These questions will also help your Contract Lead in Purchasing & Contracts with their review of the Terms & Conditions and other legal components related to this purchase, to help ensure compliance with UNC’s Fiscal Rules, State of Colorado statutes, and compliance with UNC data and systems security standards.

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?

10. Do you intend to pay for this software using a UNC PCard? NO ­­ If YES, please name whose Pcard(s) will need to be opened once a Master Agreement of Terms & Conditions are put in place:

FOR DEPARTMENT USE ONLY

GKA#: Request Date:

FOAPA Approver: Contract Lead Email: