



UNIVERSITY OF MASSACHUSETTS/AMHERST
INFORMATION TECHNOLOGY ACQUISITION AND LEASE REVIEW CHECKLIST

All hardware, software, applications, leases and services are subject to an Information Technology (IT) review to ensure compliance with federal, state and university policies. This checklist applies to all new IT purchases as well as existing systems that undergo substantial contractual, functional, or operational changes.

The following checklist should be completed and attached to a BuyWays requisition for review. Departmental requisition approval indicates that this form is accurate. The complete description of the purchase must be on the BuyWays requisition and the appropriate Information Technology commodity code selected. See instructions in Section II for additional commodity code information. This checklist must be filled out for all IT purchases regardless of whether a Buyways purchase requisition or other form of procurement is used. Checklists not attached to Buyways requisitions should be completed and forwarded to appropriate IT approvers.

Is this a New purchase Replacement, Renewal, or Upgrade

Section I

Hardware

Desktop Laptop Tablet Other portable device

Note: Section II is not required for hardware checked in Section I unless sensitive data is to be stored on the device.

Section II

The following questions must be answered for all IT purchases other than hardware identified in Section I above. Checking any of the boxes below requires the use of the commodity code of **UMAMH IT Procurement Review Admin** for administrative departments or **UMAMH IT Procurement Review Academic** for academic departments. Please see [insert url] for further explanation on each bullet below.

- Will the purchase store, transmit, or process any sensitive data (credit cards, FERPA, HIPAA, SSN, etc)?
- Will the purchase process credit card transactions or have the capability to process credit card transactions?
- Will any UMass data be stored 'in the cloud' or in a vendor hosted environment?
- Will the purchase require a data interface, or change to an existing interface, between SPIRE, HR, Finance, or any other enterprise data source?
- Will the purchase utilize the Ucard prox, magstripe or barcode in any way?
- Will the purchase require any consultation or professional services that may have access to sensitive data?
- Will the purchase require using the campus NetID to login?
- Will the purchase be required for critical business processes?
- Will the contractor be located off-campus if this is a service?

Check one of the following boxes:

- None of the Section II requirements apply to this purchase.
- One or more of the Section II requirements apply to this purchase. Please give an explanation below:

Requestor name and email _____