

Purchase for UNIT Engagement Questionnaire
Revised 1/25/2019

IT Systems and Application Purchases Questionnaire

This quick list is to assist in identifying any information security, technology, or other possible needs in order to best support your purchase.

If any of the questions below are answered yes or are a possibility, UNIT should be contacted before signing of any contracts and before the system or application is purchased.

IT System/Application Name: _____

Vendor Name: _____

<ul style="list-style-type: none"> Is data stored anywhere other than on a University owned system residing on the Villanova network. (AWS, Microsoft Azure, any public or private cloud, vendor data center, etc.)? 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Are there any integrations with any already existing Villanova systems automated, manual or otherwise needed (manual entry, export data from one system, import into this system or application)? 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Is there any PII or protected data stored such as name or email address for any faculty, staff or student? (SSN, DOB, FERPA, HIPPA, etc.)? 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Will this system or application be used for sensitive research or grant funded research? 	<input type="checkbox"/> yes <input type="checkbox"/> no
<ul style="list-style-type: none"> Does the system or application require university provided hosting services (server, storage, etc.) ? 	<input type="checkbox"/> yes <input type="checkbox"/> no

I _____ have answered these questions to the
(Employee Name)

best of my knowledge. If I have answered YES to any of these questions I have contacted UNIT for review and their acknowledgement is indicated below. I understand that this documentation must be attached to my procurement card transaction in NOVApay.

Employee Signature

Date

UNIT Acknowledgement

Date