Administrative Application Pre-Purchase Review

The purpose of this form is two-fold:

1. To help determine if software being considered for purchase is an Administrative Application which requires an Administrative Application Pre-Purchase Review. See Administrative Applications Pre-Purchase Review Policy.

2. If an Administrative Application Pre-Purchase Review is determined to be necessary or is desired, a review can be initiated by sending this completed form (email or campus mail) to 6-TECH@uncg.edu. See the Administrative Applications Pre-Purchase Review Procedure document for details about the review process.

_____   _____   _____

Requestor / Potential Owner Name   Application Name   Application Vendor

_____   Is this for a purchase requisition to renew a license or subscription for a product that has previously been purchased and installed? Answer **Yes, No** or **Uncertain.**

If the answer to the question above is YES, then **STOP** here, a Pre-Purchase Review is not required. Attach an electronic copy of this form, with above questions answered, to the purchase requisition.

Please answer **Yes**, **No** or **Uncertain** to each of the 7 questions below.

_____   1. Does this product require data from, manipulate or feed data to UNCG's Banner Administrative System? (Student, Human Resources, Finance, Alumni, other)

_____   2. Does this product capture or track any of the categories of data above? (Student, Human Resources, Finance, Alumni, other)

_____   3. Does this product create data that must be protected according to federal, state, local, UNC-General Administration, or UNCG regulation or policy? (FERPA, HIPPA, Personally Identifiable Information, Credit Card Data, other)

_____   4. Does this product require users to log in?

_____   5. Does this product require a server hosted at UNCG or off campus or both?

_____   6. Is this product similar to any system already in use at UNCG?

_____   7. Will this product be used by more than one department? (if yes, list other departments if known) _____

If the answer to all 7 questions above is No, then **STOP** here, a Pre-Purchase Review is not required. Attach an electronic copy of this form, with above questions answered, to the purchase requisition.

Brief Description of Application's purpose/value add proposition to University or Department:

_____

_____

_____

Alternative products or solutions available to address this proposition in lieu of requested application:

_____

_____   _____   _____

Department   Vendor Contact Name   Vendor Contact Email / Phone#

_____   _____   _____

UNCG Technical Contact   Tech Contact Email   Tech Contact Phone

Initiate a Pre-Purchase Review by sending this completed form (email or campus mail) to 6-TECH@uncg.edu.