**Non-Standard Software Purchase Request**

Approval to Install Non-Standard Software on a UNM Owned Devices

|  |  |  |
| --- | --- | --- |
| **Ticket Number** | **Software Name** | **Requesting Department** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Requester (person using the software)** | | | |
| First Name | Last Name | HSC NetID\* | Phone |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department Admin (purchasing the software)** | | | |
| First Name | Last Name | HSC NetID\* | Phone |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Local IT Support Contact** | | | |
| First Name | Last Name | HSC NetID | Phone |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager (approving the purchase)** | | | |
| First Name | Last Name | HSC NetID | Phone |
|  |  |  |  |

|  |  |
| --- | --- |
| **Required Documentation** | |
| Provide a copy of the quote showing the specific software title being purchased. |  |
| Provide a copy or link to the Terms and Conditions. |  |
| Describe features of the application that store or interface with cloud storage or file sharing services. |  |
| Will the software replace existing tools? Will the software provide for new capabilities? Explain. |  |
| How many licenses are being purchased? (Provide the user and computer name for each licensed install.) |  |
| Computer name(s) of the local machines where the software will be installed (<https://support.office.com/en-us/article/do-you-need-help-locating-your-computer-name-00384381-8aa9-4398-b81b-475f09fed618>). |  |
| What operation system (Windows, OSX, etc.) version? |  |
| Was the system built following HSC IT security standards? |  |
| When using the software will records be created or stored on the local hard drive? |  |
| If using local storage indicate the data classification (confidential, Restricted or Public) and the value of the data to the department if corrupted or destroyed. |  |
| What security safeguards are required for the data, i.e., PHI must be encrypted, access restrictions, etc. |  |
| Who will be responsible for installing and maintaining the software, i.e., applying software patches? Has the local IT support person been notified, agreed to support the software, and agreed to record the use of this software on the departments list of approved software? |  |
| Does the software include features to enable local network services (file sharing or data entry)? If yes provide details regarding the network ports and safeguards that apply to the network services. |  |