

Completing the Form.

Step 1: (REQUESTED INFORMATION)

School Unit/ Division *(i.e. Sociology and Psychology/ Academic Affairs)*

Requestor Name/ Budget Manager *(i.e. Tonya Williams /William C. Moore)*

Telephone Number- *List the requestor's office number.*

Estimated Project Cost- *This is the amount that is displayed on your quote.*

Name of IT Advisor- *This is the person who assisted you with the completion of the EDP. If you used an IT standard quote. you may leave this area blank or put N/A)*

Funding Source- *How will this purchase be funded?*

Will this equipment be purchased with a Purchase Card? *If this purchase is being made with the PCARD, please attach the PCARD approval for this purchase.*

Is this purchase for a wireless communication device? *Select the answer that applies.*

What type purchase? *Select the answer that applies.*

Step 2: (Section A- C)

Brief description of what is being purchased. *In this section, please be brief and direct with your response.*

What is the primary use of the requested equipment/ software? *In this section describe what this purchase will be used for.*

How will this purchase mitigate risks? *Explain how this purchase will lessen the potential of a negative outcome.*

Step 3: (Section D) Software Request

Select the type that applies. *Is this software for students, staff, and faculty?*

How many licenses will be purchased or required? *List number of licenses will purchased.*

Is there an annual renewal? *Will there be a renewal cost every year after the initial purchase?*

Step 4: (Section E) Data

Does this purchase of software service or device collect, store, process or distribute restricted data? *(i.e. any type data that will adhere to FERPA, HIPAA, other confidential data)*

Will the data need to be backed-up? *Does this data need to be backed-up for retention purposes?*

Step 5: (Section F) Equipment Request

This section should list the location of the equipment and the person /department in which it will be assigned. If you are ordering for a person or persons that have not physically arrived on campus, please make sure to list the office location, department and position title.

Step 6: (Complete Part II) *This section to be completed if purchasing software or cost is over \$ 1, 000.00.*

List the University goal or objective in which this purchase addresses. *Select one of the institution's guiding principles that coincide with purpose of this purchase.*

Expected Date of Project Completion. *Provide a proposed completion date for this equipment or software to be implemented.*

Target Audience. *Who will be using this equipment or software? (i.e. students, faculty, staff, other)*

What departments will be affected by this project/purchase? *List the departments who will use the equipment/ software.*

List the functional users. *Who are the users of this equipment or software?*

ITS Support. *Indicate what is assistance is needed from ITS department for the installation/configuration of your equipment/software.*

List the measurable improvement outcomes. *How will this purchase make the current conditions better? (i.e. it will increase the number of X; it will provide a service that is not currently being offered)*

What dependencies if any are expected to be already be in place and operational for the project to be completed? *(i.e. access to Student IDs from Banner, phone numbers of all University affiliates, list of all hourly employees, etc.)*

Provide a description of task which will be assigned to functional users. *(i.e. Testing software, Create a communication)*

List the milestones to be accomplished. *(i.e. installation of software, testing equipment, sending out communications to end users, training sessions)*

Step 7: Authorization Signatures

This section should list the approval signatures from your area VP and the VP of information technology services. However, if this purchase is over \$ 100, 000.00 it will have to be signed by the CBO (Vice-President of Fiscal Affairs). Additionally, this information will be sent to the USG for further approval.