



Departments must answer the questions below for any hardware equipment, software, database, or other IT good or service purchase. This form **must be attached** to your **requisition** or **Chrome River** expense report. The use of PII, PHI, or any system integration will require review by TTU Information Technology division.

Questionnaire:

- 1) Which faculty or staff member is requesting the equipment, software, database, or other IT good or service?

Name:

Email:

- 2) Briefly describe the purpose or use for the equipment, software, database, or other IT good or service and the primary users (i.e., students, faculty, and staff). (Written Answer)

- 3) Is this a website? If yes, provide the URL of the website.

URL:

☐ Yes☐ No

- 4) Does the software or system integrate into any other TTU/TTUS software or systems (Banner, Blackboard, Salesforce, or any integrated single-sign (SSO) feature)?

☐ Yes☐ No

- 5) Does the equipment or software include a cloud computing service?

Keywords include (but not limited to): Cloud Computing; Software-as-a-Service (SaaS); Platform-as-a-Service (PaaS); Infrastructure-as-a-Service (IaaS); On-demand Self Service; Broad Network Access; Resource Pooling; Rapid Elasticity; Measured Service; File Sharing + Data Storage

☐ Yes☐ No

- 6) What type of data will be created, uploaded, processed, or stored using the equipment or software? (Check all that apply)

- ☐ This software or equipment **does not** create, receive, process, or store data.
- ☐ Personally Identifiable Informationⁱ (PII) (including, but not limited to, email address, name, date of birth, or social security number)
- ☐ Public Health Informationⁱⁱ (PHI) (including physical records, or spoken information)
- ☐ Financial information (including, but not limited to, credit card numbers, bank routing numbers, etc.)
- ☐ Student information (including, but not limited to, student records, grades, email addresses, etc.)
- ☐ Other (research data, survey answers, etc.):

If you answered yes or selected "other" to any of the questions above, please provide additional details to clarify.

IT Details:

ⁱ Personally Identifiable Information (PII) includes any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. (e.g., name, address, social security number, or other identifying number or code, telephone number, email address, gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic, or other media.

ⁱⁱ Protected Health Information (PHI) includes all individually identifiable health information, including demographic data, medical histories, test results, insurance information, and other information used to identify a patient or provide healthcare services or healthcare coverage. 'Protected' means the information is protected under the HIPAA Privacy Rules.