ONE-TIME EMERGENCY REQUEST FOR CONTINUED RIGHT TO USE SOFTWARE

To: Information Technology Procurement & Licensing Solutions (ITPALS)

Preparer: _____   Department: _____

Name of Software: _____

Vendor Name: _____   Vendor Contact: _____

- When was this software originally purchased/acquired? _____

- How was the purchase processed (i.e., PCard, Direct Pay, Personal Reimbursement)?

  _____

- What is the purpose of this software (i.e., what will it be used for)?

  _____
  _____
  _____

- Does this software collect/store FERPA, HIPAA, Payment Card Information? Please explain.

  _____
  _____

- Please provide justification for continued use without interruption.

  _____
  _____
  _____

University Policy 3015 requires ITPALS to review, obtain Legal Counsel review, and sign all contracts, whether or not money is involved, for computer hardware, software, testing, and maintenance.

In order to maintain software already purchased but never vetted through the software review process, a request must be submitted now via the Software License Agreement Review Request which is accessed via the ServiceNow catalog.

Signature below acknowledges review and understanding of University Policy 3015. All future software requests will be routed for review prior to purchase. This request is only applicable one-time to allow for software review and no further authorization will be granted.

_____   _____
Authorized Departmental End-User   Date

_____   _____
Supervisor's Name   Director, ITPALS

                                             Approved   Denied

                                             _____
                                             ServiceNow #RITM (to be completed by ITPALS)