

Technology Acquisition Request

**See page 3 for download instructions.*

This checklist is designed to assist University of Wisconsin Parkside units planning to acquire, develop, or accept technology applications or services. When the first page is completed by the requestor, submit to CTS for review. CTS will return to the requestor.

Requestor		Department/Unit		Date	
Solution			Proposed Date of Implementation		

To be completed by the Requestor		Yes	No	Comments/Response
1.	What problem is being solved or what business/educational need is being filled by this particular technology acquisition? Please be as specific as possible.			
2.	Who will use the solution? For example, will it be limited to one user, a few users, one or more departments or courses, faculty, staff, students, the campus, the general public? Estimate the number and types of users.			
3.	Per CTS review, are there any existing alternatives at University of Wisconsin Parkside?			
4.	Per Purchasing, is there an established contract for this solution or like solution?			
5.	Is the proposed solution used by another University of Wisconsin institution? If yes, please note which school.			
6.	What is the urgency and desired time line for the implementing this solution?			
7.	List the supplier's website address and the name and phone number of a representative who can be contacted for more information. NOTE: If the supplier has provided any technical documentation please attach a copy to the checklist.			

		On-Premise	Cloud	Hybrid	N/A	Comments
8.	How is the proposed solution hosted?					

Preparer Name	Phone Ext	Preparer Signature	Date

To be completed by CTS		Yes	No	N/A	Comments/Response
1.	Does the proposed solution meet University of Wisconsin System and University of Wisconsin-Parkside information security requirements?				
2.	Is there an existing solution that meets the business/educational need for the proposed software?				
3.	Does CTS have the resources required for implementation?				
4.	Does CTS have the resources required for ongoing maintenance?				
5.	Is the proposed timeline of implementation possible?				
	Counter-Proposed timeline				

Approved	Denied	Conditionally approved	Comments

CTS Reviewer Name	
CTS Reviewer Signature	Date
CTS Approver Signature	Date

CTS: When completed, return to the requestor to submit to purchasing.

Download Instructions:

Because this form requires an approver signature upon submission, it must maintain its fillable form attributes. In order to download this form *while retaining its functional elements*—such as editable text fields, comments, or signatures, please use the **“Download”** option. *Do not use the “Print (to pdf)” option*, as it will automatically flatten the document and disable its fillable functionality.



This screenshot shows the top right corner of the form with three icons: a download icon, a print icon, and a menu icon. The download icon is highlighted with a green box labeled "Download". A large green checkmark is placed over the form content, indicating that this is the correct action to take.

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	Date	
Proposed Date of Implementation		

Yes	No	Comments/Response
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This screenshot shows the same top right corner of the form, but the print icon is crossed out with a red 'X' and a large red prohibition sign is placed over the form content, indicating that this option should not be used.

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	Date	
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Yes	No	Comments/Response
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