Date Submitted: _____________________________

Vendor Name: _____________________________

Vendor only accepts electronic agreements? Yes ____ No ____

If no, it is strongly preferred you request a hard copy document to be signed.

Agreement Type: New ____ Renewal ____

Brief Description of Contract/Special Instructions: ____________________________________________________________

Provide the link where the electronic agreement can be viewed:

If no link is available, please submit the electronic agreement, separately with this cover sheet.

Acknowledgement: Select one of the two options below for this electronic agreement.

1 □ Department is requesting approval for a one-time delegation to permit department to accept the agreement electronically on behalf of the University. Department is confirming by this request that they have read and agree with the terms including, if any, the financial obligations and business terms in the electronic agreement. Department also acknowledges that it is responsible to keep a copy of the contract on file as the official University record.

OR

2 □ Department is requesting this electronic agreement be reviewed only and does not want to request a one-time delegation at this time.

Type of electronic agreement to be reviewed:

Facility Use Agreement ____ Advertising ____ Data Use Agreement ____ Other _______

Software/Software-as-a-Service ____ If you have checked, Software/Software-as-a-Service, please answer the following questions:

List the end users of the software (check all that apply):

Students ____ Faculty ____ Staff ____ Researchers ____ Alumni ____

Will anyone other than U.S. Citizen be using this software product? Yes ____ No ____ Unknown ____ or Other __________________

Identify intended use of this software product (check all that apply):

Business Operations ____ Classroom Instruction ____ Research ____ or Other (Explain): __________________________

Where will this software be installed check all that apply: Server based ____ Web-based ____ Stationary campus location (Computer lab, etc.) ____ Portable device (laptop, tablet, etc.) ____ Other (Explain) __________________________

Who will host this software or solution? Vendor ____ Penn State ____

Data Classification: which classification of data will be involved (check all that apply): Low ____ Moderate ____ High ____

Restricted ____ Use the Information Classification Decision Tool as needed. Give detailed description of the type(s) of data that will be accessed and/or stored: ________________________________________________________________

Will this software be capable of processing credit cards? Yes ____ No ____ If yes, do you intend to process credit cards? Yes ____ No ____

Will this be integrated with existing enterprise University systems? (Such as WorkLion, LionPath or Canvas) Yes ____ No ____

(If yes, please explain integration) ________________________________________________________________

Privacy Office and/or Security Operations & Services were involved in selection ____ If yes was a security review completed (check for yes) ____ Provide names of contacts: ________________________________________________________________

RISK MANAGEMENT COMMENTS:

□ Approval granted for a one-time delegation. See attached email for details.

□ Not processed. See attached email for details.