1. **Contract Documents**.  These should be submitted to ISU Purchasing through the [Requisition/Contract Submission Sharepoint site](https://illinoisstateuniversity.sharepoint.com/sites/PurchasingStaff/SitePages/Requisition%20Intake.aspx) by department office staff.  Even if there is no cost to the University, this is still considered a contract/agreement by both the State and University and should be reviewed and signed by Purchasing.  These documents can go by many names but often include Terms and Conditions, Terms of Use, Terms of Service, End User License Agreement, and/or Privacy Policy.  They are most often found either at the bottom of the webpage or at the log-in registration as a click through box or a hyperlink.
2. **Data Usage Form.** These forms are used to document, review, and approve of data usage at the institution. They are also used to complete risk assessments when a third party will be handling institutional data. It is processed by the Information Security Office (ISO) in accordance with the 9.8 policy and procedures as well as state and federal regulation. Once submitted, the ISO will process the form and then provide results and recommendations to our office to address data security contract language within any governing documents. Visit the [Data Use and Risk Assessment](https://forms.illinoisstate.edu/forms/data_usage_form) Formstack to submit.
3. **Accessibility**.  Note that if the products you are requesting are not ADA compliant, an accessibility review may also be required.  We encourage departments to ask this question upfront as it can help avoid pitfalls or delays later on!
4. **Implementation/Data Sharing.** If you will require assistance from Technology Solutions with implementation, administration or using/sharing data from other systems on campus, please contact Amy Tuttle [astuttl@ilstu.edu](mailto:astuttl@ilstu.edu).
5. **Timing.** Lastly, note that software can sometimes take time to purchase so we encourage you to identify needs well in advance to allow for contract review, risk analysis, implementation, workload, and appropriate notice to students of the cost of a classroom technology prior to registering for a class.
6. **Payment.**  Also, note that software purchase on University P-Card is a prohibited purchase. If you require the use of a credit card to purchase, you will need to submit a P-Card exception for the purchase any any subsequent renewals.