

**PVAMU INFORMATION SECURITY OFFICE
CONTRACT APPROVAL REVIEW**

Submitter Name: _____

Contract Name _____

Department and Date: _____

Contract Purpose: _____

Submit the completed document to **Office of Information Resource Management**. Documents may be delivered to WR Banks Building, Suite 240.

Instructions:

-- If any item that does not apply to a particular contract, mark "N/A" in the "Comments / Response" column

	Question (Source)	Comments / Response		
1.00	General Information (Required):			
1.01	Contractor Information: Please list the vendor's website address and the name and phone number of someone who can be contacted for more information.			
1.02	Description of goods/services to be received by component.			
1.03	What is the scope of this contract? Will it affect to one person, a few people, one or more departments or courses, faculty, staff, students, the campus, the general public?			
1.04	Who will be responsible to monitor the terms of this contract? Will it be the user (faculty/staff), department or college technical support staff, ITS? If known, please list the individual's name.			
2.00	Legal Compliance/PVAMU University Administrative Procedures Issues:			
	Clear and understandable description of the subject of the contract?			
2.01	Will contractor require access to FERPA information?			
2.02	If so, is this data properly protected from improper disclosure as defined by FERPA?			
2.03	Will contractor require access to sensitive PVAMU data such as Social Security Number or Date of Birth?			
2.04	Is all PVAMU data safeguarded via necessary contract provisions?			
2.05	If software is required, has a software review form been completed?			