ASU requires a security assessment for all technology contracts and purchases, or any time an external entity will receive ASU data, with the exception of those listed below. The EOSS Technology Team facilitates this assessment. The technology team will determine if a formal or internal security review is required, reviews SOW (if applicable), manages implementation and perform other assessments as needed. Any purchase that can connect in any way to the internet falls into this category-- including portable devices, laptops, gaming systems. Also in this category are payments for services where an external party receives ASU data. Business unit/Directors must contact their EOSS Technology Team contact (or Dara, if not sure) prior to entering any agreements, contracts, or making any purchases. The EOSS Technology team greatly encourages departments to include them in the technology product selection process.

**NOTE: Even if other units in EOSS or at ASU use the same software you are interested in purchasing, please contact Dara's team for review. Another department’s security review can only be utilized if the data sensitivity, functionality, and integrations are the same.

TECHNOLOGY PURCHASES REQUIRING IT REVIEW:
- Anything that connects to the web (xbox, computer, ipad) that is not standard equipment ordered through UTO
- Any technology that requires an internet connection and a user/password to access
- Any technology that requires an installation on a device, such as computer, ipad, phone, etc.

TECHNOLOGY PURCHASE EXCEPTIONS:
- Basic computer mice, keyboards, monitors, peripherals
- Network cards
- CPUs and GPUs
- Hard drives
- Motherboards

TECHNOLOGY CONTRACT AND PURCHASING STEPS:
1. For any technology needs, please first talk to your business /fiscal manager
2. Fiscal staff will reach out to Dara's team on behalf of the user
   a. For new technology:
      i. EOSS TT will work with the requestor to determine need and availability
      ii. EOSS TT will see if ASU already has an enterprise license/other departments are using
      iii. EOSS TT will update log so the business/fiscal staff have insight into the process
      iv. EOSS TT will notify business/fiscal staff if item needs to be purchased/not available
      v. Business/Fiscal will facilitate decision on procurement method, if needed, with requestor, ASU Procurement, ASU Purchasing, and EOSSTT
      vi. Business/fiscal staff will loop EOSS TT in as needed during purchasing process (for technical insight)
      vii. Business/fiscal staff initiate security assessment form (begin same process as "B" below)
   b. For renewing / annual payment of technology:
      i. EOSS TT reaches out to BOM when contracts approach renewal dates, to request security review (if unit does not prompt on their own)
      ii. Business/fiscal staff work with requestor to fill out/submit the security assessment intake form
      iii. Business/fiscal staff will remain acting as liaison to EOSS TT here forward
      iv. EOSS TT will update log so the business/fiscal staff have insight into the process/status
      v. Business/fiscal staff will start REQ /PO when security review is complete/ EOSS TT signs off
      vi. Business/fiscal staff will finalize payment as needed
      vii. Business/fiscal staff update EOSS TT Catalog