Attach this completed verification to the HokieMart requisition for non-contract orders over $2,000 and maintain in your department’s procurement file for orders under $2000.

The RESPONSIBLE PARTY is the individual who is sufficiently knowledgeable about the requisition and the intended use of the application, and who accepts responsibility for the procurement and its subsequent implementation. The responsible party will often be a person different from either the Hokie Mart enterer or approver.

I certify that I have read and understood the *Standard for the acquisition of information technology hardware, software, and software as a service*, as well as, the associated *Guidelines* ([www2.ita.vt.edu/purchasing/guidelines/index.html](http://www2.ita.vt.edu/purchasing/guidelines/index.html) NEW LOCATION). Furthermore, if any of the following data elements are involved, I have identified them below and received approval from the appropriate Data Steward(s). I accept full responsibility for ensuring the secure and effective implementation of this procurement.

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Email Address: |  | |
| Phone Number: |  | |
| Software: |  | |
| Data Elements : | FERPA-Student Information  Research Data  Social Security Numbers  Credit Card Numbers | Passport Numbers  Driver’s License Numbers  Bank Account Numbers  Debit Account Numbers |
|  | Other: | |

**This acquisition includes software as a service provided by a third party.**

|  |  |  |
| --- | --- | --- |
| **Signature** |  | **Printed Name** |
| **Date** |  |  |
| Periodic Review of Security Required | ***Internal Use*** |  |
| **University IT Security Officer Signature** |  |  |
| **University IT Security Officer Printed** |  |  |
| **Date** |  |  |