Does my purchase or project need CESS approval?

Step 1: Purchase Type

Does your purchase or project include computing hardware, software or services?

- **YES**: To determine if a CESS Request is required, go to Step 2
- **NO**: CESS is NOT required. Proceed with UGAmart purchase requisition

Step 2: Risk and Dollar Threshold

Does it meet ANY of these network or data criteria?

- Process, store or transmit Restricted Data
- Cloud Services included
- Does NOT fully meet UGA or USG Standards or Policies

- **YES**: Is the total project cost $10K or more?
  - **YES**: CESS Request Required
  - **NO**: CESS Request Required

- **CESSES is NOT required. Proceed with UGAmart purchase requisition**

To determine if a Security Evaluation is required, go to Step 3

Step 3: Determine Security Risk Classification

Does it meet ANY of these information security risk criteria?

- Process, store or transmit Restricted Data
- Grant Cloud Provider access to Sensitive or Restricted Data
- Classified Critical per UGA’s published Data Standards Policy

- **YES**: Fill out and attach the CESS Security Evaluation Form to the CESS Request cart in UGAmart
- **NO**: CESS-N Security Evaluation Form is not required

To determine if Board of Regents approval is required, go to Step 4

Step 4: Board of Regents Approval Necessity

Is the total project cost $500K or more?

- **YES**: Fill out and attach answered questions for BOR Approval (Add 10-15 business days to the standard CESS approval processing time)
- **NO**: Create CESS Request cart in UGAmart, attach any project documents or quotes & submit for approval (Standard CESS approval processing time + 7-10 business days)

(1) Cloud Services - When you process, store or transmit any University data on a physical or virtual device outside of direct control or possession of UGA.

   If the cloud provider is Amazon Web Services, the Amazon Cloud Financial Stewardship Form must be attached to the CESS request or the PDC cart.


NOTE - If CESS approval is required, do NOT submit a purchase requisition in UGAmart until the CESS is approved and assigned a CESS number. You will need to reference the CESS number on all UGAmart purchase requisitions for the CESS project.