Does my purchase need CESS approval?

Question 1: Purchase Type
Does your purchase or project include computing hardware, software, or services?

To determine if a CESS Request is required, go to Question 2

YES

CESS is NOT required. Proceed with UGAMart purchase Requisition

NO

Question 2: Risk and Dollar Threshold

Regardless of the dollar value:

Process, store, or transmit Restricted Data
Cloud Services included (1)

 DOES (NOT) meet UGA or USG Standards or policies? (2)
Software that necessitates data integration (inbound, outbound, or bi-directional) with either on-premises, cloud-hosted, or USG-hosted ERP applications (finance, human capital management, student information, student CRM, or supplier management systems only)
Software or services that are duplicative of or intended as a substitute for core business functions and shared services supported by on-premises, cloud-hosted, or USG-hosted ERP applications (finance, human capital management, student CRM, or supply management), whether they are hosted on-premises, cloud-hosted, or USG-hosted
Institution-wide software licenses covering more than 50% of an institution's students, faculty, or staff

YES

CESS Request Required

NO

Does it meet ANY of these risk criteria?

YES

CESS Request Required

NO

Is the total project cost $10K or more?

YES

CESS Request Required

NO

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

Question 3: Determine Security Risk Classification

Does it meet ANY of these information security risk criteria?

YES

CESS Request Required

NO

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

Question 4: Board of Regents Approval Necessity

Does it meet ANY of these Board of Regents criteria?

YES

Create CESS Request cart in UGAMart, attach any project documents or quotes, and submit for approval (Standard CESS approval processing time = 7-10 business days)

NO

Fill out and attach answered questions for BOR Approval (add 10-15 business days to the standard CESS approval processing time)

If the project is over $1M, it may require a Business Case.