**Question 1: Purchase Type**

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

- **YES**
  - Proceed with UGAMart purchase Requisition.
- **NO**
  - CESS is NOT required. Proceed with UGAMart purchase Requisition.

**Question 2: Risk and Dollar Threshold**

Does it meet ANY of these network or data criteria?

- **YES**
  - CESS Request Required.
- **NO**
  - CESS is NOT required. Proceed with UGAMart purchase Requisition.

Regardless of the dollar value:

1. **Cloud Services included (1)**
   - Does NOT fully meet UGA or USG Standards or policies?
     - **YES**
       - CESS Request Required.
     - **NO**
       - CESS is NOT required. Proceed with UGAMart purchase Requisition.
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)
   - Does NOT fully meet UGA or USG Standards or policies?
     - **YES**
       - CESS Request Required.
     - **NO**
       - CESS is NOT required. Proceed with UGAMart purchase Requisition.
3. 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 information, student CRM, or supply management), whether they are hosted on-premises, cloud-hosted, or USG-hosted
   - Does NOT fully meet UGA or USG Standards or policies?
     - **YES**
       - CESS Request Required.
     - **NO**
       - CESS is NOT required. Proceed with UGAMart purchase Requisition.
4. Software or services duplicative of shared services either offered or supported by USG ITS, including network services
   - Does NOT fully meet UGA or USG Standards or policies?
     - **YES**
       - CESS Request Required.
     - **NO**
       - CESS is NOT required. Proceed with UGAMart purchase Requisition.
5. Institution-wide software licenses covering more than 50% of an institution’s students, faculty, or staff
   - Requires a Business Case

**Question 3: Determine Security Risk Classification**

Does it meet ANY of these information security risk criteria?

- **YES**
  - Grant Cloud Provider access to Sensitive or Restricted Data.
  - Classify Critical per UGA’s published Data Standards Policy.
- **NO**
  - CESS is NOT required. Proceed with UGAMart purchase Requisition.

**Question 4: Board of Regents Approval Necessity**

Does it meet ANY of these Board of Regents criteria?

- **YES**
  - Fill out and attach Business Case, and submit for approval (Standard CESS approval processing time: 3-7 business days).
- **NO**
  - Create CESS Request cart in UGAMart, attach any project documents or quotes, and submit for approval (Standard CESS approval processing time: 10-15 business days).

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


(3) For all other information, see https://eits.uga.edu/hardware_and_software/cess/

**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.**