



## Request for technical approval of software

Please complete this form to request technical approval to purchase software or Software as a Service (SaaS). Contact the TSC ([tsc@uvic.ca](mailto:tsc@uvic.ca)) if you require assistance completing this form, or have any questions regarding its use.

This completed form must be attached to your WebReq and sent to Purchasing Services. After reviewing your requisition, Purchasing Services will submit your order to the TSC for review. WebReqs submitted to the TSC without a completed Request for Technical Approval form may be returned to the WebReq originator to have the form completed. A completed *Request for Technical Approval* form is the only way to indicate to Purchasing Services that Technical Approval has been granted.

If this technical approval is for a reimbursement claim or C Card purchase, please attach the completed request for technical approval to your claim.

**Contact information**

Name:	Date:
Tel.:	Dept.:
	Email:

Vendor and version of requested software?

Who will use the software and for what purpose?

Who will be supporting the requested software, and are they aware?

## Technical information

1. What kind of data will be stored?

- |                 |   |   |            |
|-----------------|---|---|------------|
| • Name          | Y | N | Don't know |
| • Email Address | Y | N | Don't know |
| • Other data    |   |   |            |

2. Does data at rest remain inside Canada?  
(\*vendor can provide this information)

Y N Don't know

3. Is the data encrypted?

Y N Don't know

4. Does the vendor have any security certifications with third-party attestation for the entire software platform (e.g. SOC, ISO)?  
(\*vendor can provide this information)

Y N Don't know

*To be completed by TSC staff:*

**Technical approval status**

Granted

Denied

Justification

Approver