



www.pueblolibrary.org

INFORMATION TECHNOLOGY

05.03.01.F1 Software Vetting Checklist & Intake Form

Requester Information

Requesting Department: _____

Requester Name & Title: _____

Date of Request: _____

Urgency / Timeline: _____

Software Overview

Software Name: _____

Vendor Name: _____

Website / Documentation URL: _____

Type (SaaS / On-Prem / Open Source / Other): _____

Business Justification

Primary Business Use Case:

Users / Departments Impacted: _____

Is this replacing an existing tool? If yes, which? _____

Data & Security Review

Data Classification Involved: _____

Authentication Method: _____

Encryption at Rest and In Transit? (Yes/No): _____

Known CVEs or Security History Reviewed? (Yes/No): _____

Vendor & Risk Review

Vendor Longevity and Stability Reviewed? (Yes/No): _____

Patch and Update Cadence: _____

Incident or Breach History? (Yes/No/Details): _____

Licensing & Audit Considerations

License Model: _____

Audit Rights Present? (Yes/No): _____

True-Up or Reconciliation Required? (Yes/No): _____

Auto-Renewal Clauses? (Yes/No): _____

IT Decision

Decision (Approved / Denied / Risk Accepted): _____

Conditions or Notes:

Approving Authority: _____

Approval Date: _____