



CLOUD-BASED APPLICATION/SERVICE DOCUMENTATION CHECKLIST

Submit documentation to RFCUNY to encumber funds and facilitate payment.

- *Required documentation that must be submitted to RFCUNY
- *Copy of fully executed contract/license agreement
- *Copy of Campus IT Security Authorization or CISO Authorization
- *Bidding documentations, if applicable
- *Completed copy of RFCUNY Sole Source Justification Form, if applicable
- *Completed copy of RFCUNY Cloud-Based Application/Service Documentation Checklist
- *Completed RFCUNY Purchase Requisition Form

Note: Requests by principal investigators to pay invoices or reimburse costs associated with cloud-based applications and services that bypass CUNY CISO authorization and/or CUNY Legal review and approval will not be paid by the Research Foundation, CUNY. The principal investigator will be 100 percent liable for the cost and all applicable fines or penalties.

Principal Investigator Name (Print) _____

Principal Investigator Signature _____

Date _____