From: BusinessAffairs Advisory Forum [mailto:BAAF-L@LISTSERV.UGA.EDU] **On Behalf Of** Kathy R. Pharr
Sent: Monday, June 11, 2012 3:42 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: FW: Request to Post to BAAF Listserv: CESS Changes Effective July 1, 2012

Dear BAAF Members:
Please see the email and memo that I'm forwarding on behalf of Alan Katz of EITS. Please follow up with Alan, as directed in the email, if you have any questions.
Thank you,
Kathy

Subject: Computer Equipment, Software, and Services (CESS) Changes Effective July 1, 2012
Message:

The attached memo is from Alan Katz, Director of Finance and Business Services, EITS regarding upcoming changes for the University's CESS guidelines and workflow which will be effective July 1, 2012.

The details regarding these changes are highlighted in this memorandum and are also available online at: http://eits.uga.edu/hardware_and_software/cess.

If you have any questions about the CESS changes, please contact Alan Katz at katz@uga.edu or 706-410-7726.

Thank you,
Melody

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The University of Georgia

MEMORANDUM

DATE: June 8, 2012

TO: Vice Presidents, Vice Provost, Associate Provosts, Academic Deans,
            Departments Heads and Directors

FROM: Alan Katz, Director of Finance and Business Services, EITS

SUBJECT: Computer Equipment, Software, and Services (CESS) Changes Effective July 1, 2012

Effective July 1, 2012, the University's CESS guidelines and workflow will change. The changes are due to the decision by the Board of Regents (BOR) to delegate to all R1 institutions, of which UGA is one, that the institution chief information officer (CIO) has delegated authority to approve IT projects that are estimated to cost $500,000 or less. There are also changes due to the University's increased focus on information security and risk management.

Key Highlights:

- The BOR required information now only needs to be attached if project is greater than $500,000.

- The two security questions on the CESS form must be completed. If the answer to either question is "yes," then a CESS is now required no matter the dollar amount.

- The basic use of the UGAmart cart to request CESS approval remains the same.

- Training on these changes will be available on:
    o July 18 from 2:00 PM-3:30 PM-GA Center, Room V/W
    o July 19 from 10:00 AM-11:30 AM-GA Center, Room V/W
    o July 19 from 2:00 PM-3:30 PM-GA Center, Room V/W

The details regarding these changes are highlighted on page two of this memorandum and are also available online at: http://eits.uga.edu/hardware_and_software/cess.

If you have any questions about the CESS changes, please contact me at katz@uga.edu or 706-410-7726.

cc: Dr. Timothy M. Chester, Annette Evans, Chad Cox
BAAF, CESS, ITMF, UGANET, ED-TECH, EITS-L

Computer Equipment, Software, and Services (CESS) Changes Effective July 1, 2012

IT Project whose total cost estimate is:	New Guidelines effective July 1, 2012	Prior Guidelines	Comments
$0	**Security Plan required, only if at least one "yes" to the security questions on the CESS form**	No CESS required	Security has evolved to being a more critical evaluation factor (vs. dollar amount).
$10,000	**CESS Required**	CESS Required	No change
$100,000	**CESS Required (do not have to answer BOR questions unless requested by CIO)**	CESS Required with BOR questions for approval	BOR has delegated UGA CIO authority at the $500,000 and below level
$500,001	**CESS Required with BOR questions for approval**	CESS Required with BOR questions for approval	No change