



Business Purpose for External Storage Form

Information Technology, IT Purchasing, Information Security

4/17/2017

Purchasing External Storage Devices

Please provide a business purpose for the external drive storage device and the type of data that you will be backing up to this device.

Note: FIPS 140-2 level 3 encryption is required if type of data is PII (personally identifiable information such as ID#, DOB, etc.), FERPA, HIPAA or PCI data.

Based on the type of data storage defined above, I will _____ or I will not _____ require encryption.

Both encryption and standard use hard-drives are available on state contract.

Examples of storage devices available on state contract which meet the encryption requirement:

- DataLocker H300 Ent 500 GB Encrypted 2.5" External Hard Drive MXKB1B500G5001-E: \$212.60
- DataLocker H300 Basic 2 TB 2.5" External Hard Drive MXKB1B002T5001-B: 283.78
- IronKey H350 1 TB 2.5" External Hard Drive MXKB1B001T5001FIPS-B: \$331.23
- IronKey D300 USB flash drive - encrypted - 4 GB - USB 3.0 - FIPS 140-2 Level 3: \$56.41
- IronKey D300 USB flash drive - encrypted - 32 GB - USB 3.0 - FIPS 140-2 Level 3: \$146.12
- IronKey D300 USB flash drive - encrypted - 64 GB - USB 3.0 - FIPS 140-2 Level 3: \$202.19

For assistance, contact the Information Technology Purchasing by e-mail at itpurchasing@valdosta.edu

For a quote, contact the Information Technology Purchasing by e-mail at itquotes@valdosta.edu

Epro Request #: _____ PCard Amount: _____

Requester Signature: _____ Department Head Signature: _____

Requester Name (Print) _____ Department Head Name (Print) _____

Department (Print) _____

Note: If using PCard use pre-approval process with quote, link, or description of what is to be purchased. Once purchase is complete, please send receipt to itpurchasing and you will receive a confirming email that you must attach to your Pcard statement.