ARE ANY PRE-APPROVALS REQUIRED?  
Here’s the Top 5

Will the vendor have access to or store VCU’s protected data? If the vendor will have access to university data, you should determine the category of data so VCU Technology Services can determine protection requirements for the data. Learn more: [https://itgovernance.vcu.edu/security/#d.en.1781776](https://itgovernance.vcu.edu/security/#d.en.1781776)

Will the vendor be processing credit cards? If your purchase requires a vendor to process credit card transactions on behalf of VCU, then the vendor and its services must be approved by Treasury and VCU Technology Services. Learn more: [https://policy.vcu.edu/universitywide-policies/policies/payment-card-compliance.html#contacts](https://policy.vcu.edu/universitywide-policies/policies/payment-card-compliance.html#contacts)

Insurance. If your contract requires the vendor to come on campus, to handle Category I data, to transport VCU staff, faculty, or students, or similar activities, then you should request a certificate of insurance coverage from the vendor. Learn more: [https://srm.vcu.edu/forms/](https://srm.vcu.edu/forms/)

Accessibility. Websites, web apps, software, e-learning tools, and others must be accessible to a person with a disability so that person can acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability. Learn more: [https://itgovernance.vcu.edu/accessibility/](https://itgovernance.vcu.edu/accessibility/)

Marketing/TMs. If your purchase involves advertising, the use of VCU trademarks or logos, sponsorships, or similar marketing, then you must seek approval from University Relations. Learn more: [https://univrelations.vcu.edu/](https://univrelations.vcu.edu/)

Questions in regard to these university policies or other university policies may be directed to the department that owns the policy.