



Paid Language Model Subscription Request Form

This form should be completed by individuals or departments using MSU Denver funds to purchase a subscription to a paid version of Claude, ChatGPT, or Gemini. Free versions do not require this form. Departmental requests for Team-tier subscriptions follow the same workflow and use the same form, with the additional sections noted below.

One completed and signed, please attach this form to your ITS request in [TeamDynamix](#).

Section 1. Requester Information

Request Type (select one):

- Individual subscription (one user, one account)
- Team subscription (departmental, multiple seats)

If Team subscription, what is the requesting department or unit:

Requestor Name:

MSU Denver Email:

Department or Unit:

Date of Request:

Section 2. Subscription Details

Vendor & Product

- Claude (Anthropic) ChatGPT (OpenAI) Gemini (Google) Copilot Premium (Microsoft)

Billing Cycle: Monthly Annual

If Team subscription, what is the anticipated seat count?

Cost-Per-Cycle (monthly or annual):

Section 3. Use Case Justification

Estimated hours/week you will be using this model:

Describe the work you intend to do with this subscription. Please be specific.

Why is this specific language model the right fit for this work?

If Team subscription, describe how this tool fits into the department's existing workflow and what coordination problem it solves at the team level rather than the individual level.

Section 4. Data Scope

What categories of MSU Denver data WILL you use with this subscription? (Check all that apply.)

- Public information only (e.g., published web content, course catalog descriptions, etc.)
- Internal documents not classified as restricted (e.g., department meeting notes, email threads)
- Personal notes, drafts, and your own working materials (e.g., lecture outlines, meeting notes)
- Student products (e.g., published papers, scholarship essays, presentation videos or transcripts)
- Vendor-provided materials and contracts (non-restricted) (e.g., software documentation, pricing sheets)

Selecting categories below may trigger additional review and consultation with ITS and/or Data & Analytics leadership. This does not preclude approval but requires additional review. Requestors desiring to use data listed below must review MSU Denver's [Acceptable Use of Computing Systems](#), [Data Governance](#), [Email, Computing, and Records Management](#) policies and [other relevant policies](#) prior to submitting request.

- Student records protected under FERPA
- Personnel or HR data
- Financial/budget data not already public
- Research data with IRB protections
- Vendor contract under NDA
- Anything subject to a data loss prevention (DLP) alert

If requesting a Team subscription, describe data scope at the departmental level. All users provisioned under this subscription will operate within the data scope described here. If individual users have different data handling needs, please document them here as well.

By initialing each, I confirm I will NOT use the following data with this subscription:

Social Security numbers, banking information, or payment card data

Restricted research data

Materials marked confidential by MSU Denver

Personally identifiable information (PII) about students, employees, or community members, unless anonymized before entry.

Section 5. Institutional System Restrictions

Connecting any language model to Workday, Banner, restricted SharePoint sites/folders, or any MSU Denver enterprise system requiring elevated credentials is forbidden unless explicitly waived in writing by ITS.

By initialing, I confirm I will not connect this subscription, any of its agentic features (including but not limited to Claude Code, Cowork, ChatGPT agents and Operator, or Gemini agents), or any browser automation feature to the systems listed above without explicit written ITS approval.

Section 6. Agentic-Use Acknowledgement

Many paid language model subscriptions include agentic features. When you grant these features access to your computer, accounts, or permissions, they can take actions on your behalf. New agentic features may be added to your subscription during its lifecycle without separate notice.

By initialing each item, I acknowledge and commit to the following:

I will not allow agents to send communications, modify records, or execute transactions on behalf of others without explicit, per-task review.

I will use directory restrictions and dedicated working folders to limit what agentic tools can access on my devices.

I will not configure agents to log into MSU Denver systems on my behalf without explicit ITS approval.

I will review any new agentic feature added to my subscription before activating it and will discontinue use of that feature if I am unsure whether activation is appropriate.

If I become aware of an unauthorized or unintended action by an agent to which I have granted access, I will report it to ITS immediately.

If Team subscription, the department head or designee additionally acknowledges:

All users I provision under this subscription will be informed of the agentic-use restrictions above before receiving access.

I will report unauthorized or unintended agent actions taken by users under this subscription to ITS.

Section 7. Public Records and Discovery Acknowledgement

Subscriptions purchased with university funds, and content generated using those subscriptions, may be subject to Colorado Open Records Act (CORA) requests, eDiscovery in legal matters, internal audit, and/or institutional review.

I acknowledge this and will use the subscription accordingly.

Section 8. Acceptable Use Acknowledgement

I have read and agree to comply with MSU Denver's [Acceptable Use of Computing Systems](#).

I have read and agree to comply with MSU Denver's [Data Governance Policy](#).

I have read and agree to comply with MSU Denver's [Email, Computing & Records Management Policy](#).

If Team subscription:

I acknowledge that all provisioned users have read and agree to comply with MSU Denver's Acceptable Use of Computing Systems, Data Governance, and Email, Computing & Records Management policies.

Section 9. Signatures and Approvals

Requestor	
Printed name:	Date:
Signature:	

Direct Supervisor

By signing, I confirm the business need, budget availability, and appropriateness of this use case to the employee's assigned role.

Printed name:

Date:

Signature:

Comments/Conditions:

Executive Director, Digital Learning

Approved

Approved with conditions (note below)

Redirected to other tool (specify below)

Denied (reason below)

Printed name:

Date:

Signature:

Comments/Conditions: