

## Software Purchases and Licensing

### Software Purchases

All software purchases must go through an internal review by ITS **prior to purchase** to ensure that the software meets BGSU legal and privacy policies.

Software includes, but is not limited to:

- Cloud or desktop-based software
- Mobile Apps
- Domain purchases
- Online access and subscriptions
- Any of the above that is new or not already on file

To initiate an ITS review prior to purchase, submit a [Software Procurement Request](#).

On your Software Procurement Request, be sure to include the cost of software, contact information, business purpose, and the date needed. When submitting this request, please allow up to **45 days to complete the review process**.

Once the complete ITS review is completed, next steps will be provided at that time.

### Licensing

All software that is to be used to perform BGSU business **must** be licensed in BGSU's name, and it must be installed on a BGSU-owned device (not a personal device). Self-installation can occur if the license explicitly permits but note this means ITS support may not be available.

Licenses purchased by **Faculty/Staff** in their **personal name**, downloaded on their **personal device** will result in:

- **No** Reimbursement.
- **No** Software Procurement Ticket review, and ITS support will not be available.
- Faculty/Staff are **personally responsible** for license term requirements.

Licenses purchased by a **BGSU Department**, and the license is in **Faculty/Staff personal name(s)**, downloaded onto a **BGSU device** will result in:

- **No** Reimbursement.
- A **required** Software Procurement Ticket review.
- **Department** is responsible for following all licensed terms and conditions of Supplier and recommendations by Review Team.

Licenses purchased by a **BGSU Department**, and the license is in **BGSU's name** and downloaded on **BGSU device** will result in:

- **Eligibility** for Reimbursement.
- A **required** Software Procurement Ticket review.
- **Department** is responsible for following all licensed terms and conditions of Supplier and recommendations by Review Team.

**Sarah Haar**  
**Procurement Specialist**  
Business Operations  
1851 N. Research Drive  
Bowling Green, Ohio 43403  
p. 419-372-7926  
e. [shaar@bgsu.edu](mailto:shaar@bgsu.edu)