

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 ITS requirements.

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 [Technology Review](#).

On your Technology Review, be sure to include the cost of software, contact information, business purpose, and the date needed. When submitting this request, please allow up to **10 days to complete the review process**.

Once the complete ITS review is completed, a purchase can be initiated.

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** Technology 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** Technology Review.
- **Department** is responsible for following all licensed terms and conditions of Supplier and recommendations by Review Team.



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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** Technology 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