

Compliance Alerts!

Software Purchases and Subscriptions

To keep our University systems secure and ensure smooth operations, all technology purchases—including software, hardware, and subscriptions—must follow University policy and be approved by Information Technology Services (ITS) before ordering.

- **Consult ITS before purchasing software or SaaS.** ITS reviews for security compliance, licensing, and system integration.
- **Hardware purchases must meet University standards.** Non-standard items may not receive full ITS support or network compatibility.

Before Purchasing Technology, consult ITS first. Any software purchase or subscription (including SaaS) must be reviewed by ITS. ITS checks for:

- Security compliance
- Licensing requirements
- Integration with University systems

Hardware & Software Purchases

- All technology purchases must be approved by ITS before ordering.
- The University provides recommended hardware standards for cost-effective support.
- ITS installs and supports standard software only on University-owned computers that meet these standards.
- Non-standard purchases may not receive full ITS support or network compatibility.
- All computer purchases go through Bronco eBuy.
- Do not use a PCard for IT purchases.

Accessibility & Compliance

Software purchases are reviewed for:

- Technical compatibility
- ADA compliance
 - Some requests may require IT Accessibility Committee approval. Contact ITS for details.

Submit your request early to avoid delays

- Use the IT Project Request Form
 - [Project Request Form](#)
- For assistance visit: [Client Portal Home](#)

For additional information and guidance view the full [Purchasing Policy](#).

To keep the community informed, **Compliance Alerts!** are maintained on the University's Risk and Compliance webpage. **Compliance Alerts!**