Software Purchases

I. Software is available for purchase through the University Information and Technology Services (UITS) UWM TechStore.
   A. Software available at the TechStore includes desktop software commonly employed on campus.
   B. Purchases are made by direct charge and require expenditure and software acquisition approvals appropriate to your School, College or Division.

II. Other, more specialized desktop software is available through State, UW System and UW-Madison contracts. A list of available information technology contracts is published by UW-Madison. The list is provided for you to see what software is readily available for purchase.
   A. Contact Purchasing for advice before contemplating a purchase from these software contracts. While the software may be readily available for purchase, the particular contract or reseller may not be the best for your application or need.
      1. The contracts can be complex in terms of which reseller has the right to which products.
      2. The TechStore should be checked first to see if the software is available for less.
      3. Complex software that involves implementation services, cross-functional campus impact or hosting on UITS resources must be acquired by Purchasing and may require other campus review.
   B. Software license agreements that must be signed must be routed to Purchasing for review and edit of terms and signature in accordance with Procedure 3.3.19 – Contract Signature Authority.

III. UWM’s Acceptable Use Policy prohibits illegal or improper use or duplication of software.

IV. Use the following checklist to assist in proper purchase and use of software:
   A. Determined whether UWM, UW System, or the State of Wisconsin might already have a contract for purchasing this item.
   B. For the purchase of a database, index, or GIS dataset, determine if the product/license is available through the Library and if there are cost/resource sharing opportunities.
   C. Determined if this is a campus licensed product.
   D. Contact UITS or Purchasing regarding possible quantity purchase.
   E. Contact your Unit Technology Representative and/or LAN Administrator to determine what impact (if any) the software may on the network/department.
   F. Consult the terms of the license using campus guidelines and, if needed, Consult Legal Affairs as necessary.
   G. Submit any license agreement/terms that require a signature to Purchasing for review & signature.

Contact Purchasing at x4077 or UITS for information regarding software available on site license or contract.