EXAMPLES & RECOMMENDATIONS FOR SOFTWARE/ IT PURCHASES INVOLVING IT RISKS PURCHASES (Including cloud computing, cloud services, free software, tablets, computers)

COMMONLY USED SOFTWARE/IT PURCHASES INVOLVING IT RISKS THAT **REQUIRES PURCHASING APPROVAL**:

* \*Adobe Acrobat Pro – Cancel any auto renewals
* \*Dropbox
* Google Colab
* \*Google Docs – see another recommendation that will not require approval
* Kahoot
* Amazon Web Services
* Geneious Prime – this is considered more like a Software as a Service Products
* IOLO – Tune-Up Software
* Sutori.
* Constant Contact
* Scio CP – uploading data to a cloud storage
* Desc: License fee for smartphone app used to input into a database – indeed software needing approval whether for app for phone or tablet.
* True Editors – May or May Not be considered software, depending on the use of the service. If it is a text editor like MS Word or document editor like Adobe, then it would be a software. This is true regardless of if they install the item on their computer or upload documents to a website and edit them via a browser.
* DNAstar
* HongKongHM – phone app database
* Paperpile

**\*Dropbox** - MSU has OneDrive and might make the use of Dropbox less or no longer needed. The groups that have a subscription to Dropbox can save money as well. Because the MSU OneDrive is free and they get 5TB of storage and that is a lot of space. I believe that amount of storage can be increased if need, but I would have to double check if that is true or not.

**\*Google Docs** - Google Docs can be installed on your computer. That being said, MSU provides Microsoft Office for free so Google Docs should not be necessary. Additionally, your MSU NetID will give you access to certain applications from Google for free as well. If you need more Google apps, you can put in a ticket to MSU IT, with a good business use case, and typically they will allow the app.

**\*Adobe** (NOT Recommended to purchase on Pcard) – Recommended to be purchased from MSU Tech Store at Terms & Conditions (much more favorable to MSU). IF purchase is currently being paid on PCARD, it is recommended they purchase the APPLICATION from Tech Store & then cancel MONTHLY SUBSCRIPTION/ Auto Renewal. You would have to uninstall (not allowed to use on system) and then repurchase.