Purchasing AI Guidelines

UNIVERSITY OF South Carolina

Division of Information Technology

PURPOSE:

USC encourages thoughtful, secure, and transparent purchasing of AI tools that support teaching, research, learning, and administration.

DEFINITIONS AND ACRONYMS:

AI: Artificial Intelligence — technology that simulates human learning and reasoning to assist with communication, analysis, or automation.

An AI tool at the University of South Carolina (USC) refers to any software or platform that utilizes artificial intelligence to facilitate research, teaching, learning, or administrative tasks.

AI TOOLS AVAILABLE FOR PURCHASE/USE:

OpenAI ChatGPT Enterprise for Education

Microsoft Copilot Enterprise
Available without additional licensing costs

Microsoft 365 Copilot
Additional licensing fee required

If you are interested in another tool, search the USC IT Contracts Database to identify existing applications and systems or submit a request in the IT Purchase Portal for expert consultation with an IT professional.

Compliance & Accessibility

- **Follow USC IT Policy 1.00**
- **Maintain data security and digital accessibility standards**
- **Ensure purchasing aligns with state procurement rules**

Revision History: September 5, 2024: New guideline created | August 5, 2025: AI definition added, linked directly to related policies, new tool added with bullet points | November 13, 2025: Guideline Updated