

## iPad/Tablet/Surface Purchase Process and Requirements

EKU has been fortunate in recent years to have basic computing needs made readily available for faculty, staff, and students. The University has made a large financial commitment to keep our computing equipment current and refreshed on a regular basis.

In light of these current investments and the economic climate, the University has chosen to limit purchases of iPads, and other devices of this type, to those that will be directly related to student instruction; or, in circumstances where the devices are deemed to be the best tool for the job at hand.

All tablet requests must route through the Jaggaer e-procurement system and must be requested using the **Computers/Software Request** form found therein. ECU Information Technology will review all purchase requests and, if approved, process your Jaggaer requisition for the purchase of these items. Any and all questions regarding the purchase of these items should be routed to ECU Information Technology.