

**EASTERN KENTUCKY UNIVERSITY
DIVISION OF PURCHASES & STORES
1411 COMMONWEALTH**

IT and Purchasing Recommendations Regarding iPad/ Tablet Purchases

iPad and other brand tablet purchases require approval. A Banner requisition is the required acquisition method for this type of purchase.

iPad/Tablet Purchase Guidelines

The university has chosen to limit purchases of iPad/tablets, 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.

The following guidelines are recommended:

- University will not provide cellular service for iPad/tablets. Cellular service for iPad/tablets is the responsibility of the individual using it.
- University ProCard should not be used to set up iTunes account for purchasing applications, music, or other media.
- iPad/Tablet purchases must be funded 100% with university monies. Mixing university and personal funds will not be allowed, as all equipment purchased with university money remains the property of the university.
- ProCard may not be used to purchase iPad/tablets, per existing ProCard policy.
- iPad/Tablets must be purchased via Banner purchase requisition and must have the Director of Purchasing's approval prior to entering in a Banner req. To obtain approval, submit a request to andrea.cashell@eku.edu and include a description of how the iPad/tablet will be used, and whether the iPad/tablet is being purchased with Professional Development money.
- Deans, VPs and Associate VP may purchase iPad/tablets out of departmental funds for their use.

Faculty Professional Development iPad purchases

- Faculty may choose to spend their annual PD funds for an iPad.
- Faculty may choose to spend more than their allotted PD funds on an iPad, ONLY if the remaining funds are drawn from other university funds.
- ECU retains ownership of all equipment purchased with ECU funds. All iPads must be returned to the university when leaving employment.