TO: Budget Center Managers
               Administrative Assistants
               P-Card Holders

FROM: Doug Hansen, Controller
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DATE: November 1, 2013   *(Revised 4/22/15)*

RE: Netbook/iPad Purchasing Guidelines

As you are all aware, there is a wide variety of personal netbook, iPad, tablet and similar devices available in the market today. Certainly, these devices will continue to evolve and be made available at low market prices. The devices can satisfy a variety of business and academic needs and purposes but be aware that they may also have constraints or limitations when considering the College's network, firewalls and what IT can support. In addition, these devices are not considered to be personal laptop or desktop computers.

Consequently, the purpose of this memo is to provide guidelines for purchasing such non-computer devices:

- In summary, departments who are considering the purchase of such <u>devices are directed to first consult with the IT Department</u>. IT is very aware of the business and academic value of these devices, and therefore is the College's resource to help ensure the device will meet the desired need. IT regularly acquires new devices for testing and for determining their compatibility with the College's network. Thus, IT can help departments select the most efficient device as well as apps to not only meet the departments' needs but also ensure they will work within the College's network and can be supported by IT. In conjunction with consulting with IT, to assist buyers in their purchasing decisions, IT has prepared a document called **Support and Access Tiers for Computing Devices** that identifies numerous devices and the degree to which IT can currently support the devices. This document will shortly be posted on the IT website and be updated from time to time.

  We are aware that these devices are available at a low dollar cost. But for a relatively small incremental cost, IT may suggest a much more robust device with a longer warranty and useful life, so the lowest cost should not be the only purchasing decision factor.

- To consult with IT, call the Help Desk at x5555 where a ticket for consultation will be created. Shortly thereafter, an IT representative will contact the requesting department.

- The department, after receiving IT approval, can purchase the device(s) using the P-card since the price for any of these devices will be less than $1,000.

- Since netbooks/ipads, tablets and similar devices are not considered to be computers (see note below for exceptions), such devices will not be issued inventory tags or be tracked. However, employees should exercise extra care in safeguarding these devices because of the additional data security risks involved.
  - ***Note****: The "Microsoft Surface Pro3" contains a processor chip and is considered to be a computer. Thus, a purchase requisition should be entered to procure this device; it should receive an inventory tag and be tracked.*

- Since the College Bookstore is an authorized Apple products dealer, departments should still continue to purchase Apple devices from the bookstore. However, with the exception of Apple

computers, a purchase requisition to the Bookstore is no longer needed to purchase Apple ipad devices.

Again, if there are any questions, please <u>contact IT for advice before purchasing</u> one of these devices or other equipment that may be intended to interface or use the College's network resources. Thank you for your cooperation in this matter.