

In order to make the best use of Radford University funds, it is important for departments to consider all aspects in regard to purchase, maintenance and replacement of personal use devices. This form not only serves to help the university justify the need for these devices, but also helps departments consider other budget and support implications of the purchase. Once this justification has been approved by DoIT and the appropriate Vice President and a quote has been provided by DoIT, a purchase order can be processed by the department.

**Contact Information** *(individual placing order)*

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_ RU username: \_\_\_\_\_

**Please list each individual that will receive a requested iPad(s). Include the type of iPad and the type of computer (laptop or desktop) currently provided to this person by Radford University. (Attach additional sheets if necessary)**

Name (last, first)	Position	Department	iPad model	Primary Computer
Name (last, first)	Position	Department	iPad model	Primary Computer
Name (last, first)	Position	Department	iPad model	Primary Computer
Name (last, first)	Position	Department	iPad model	Primary Computer
Name (last, first)	Position	Department	iPad model	Primary Computer

**Please provide a detailed justification of the business/academic need for this device/devices and why these needs cannot be met with an existing laptop or desktop computer.** (This should include specific details on how this device will be utilized to enhance and support student recruitment, retention and learning; support research; or enhance a business process in your office area.)

**Enhanced Model Justification** (The 32GB or 64GB model should meet the needs of the majority of users. If you are requesting a 128GB or larger model, please justify the business need for this enhanced storage capacity.)



# iPad Justification & Quote Request Form Instructions and Additional Information

## Departmental iPad Purchase Procedure

The Division of Information Technology works closely with Radford University's Procurement and Contracts Department and Apple to obtain the appropriate configuration and simplify the ordering process for iPads. The steps to purchase a University-owned iPad include the following:

**Step 1: The department completes the iPad Justification/Quote form and submits to Academic Technologies.**

**Step 2: Academic Technologies will forward a quote with requested iPad quantities and accessories to the department contact identified on the Justification form.**

**Step 3: The requesting department enters a purchase request in eVA with the following information and attaches the quote and completed iPad Justification/Quote form to the PR:**

1. Supplier: Apple Inc. Austin, TX
2. Contract No. and iPad Part No.: Enter state contract #VA-150605-APPL and iPad part number.
3. Item Description: Enter item description as provided on the quote and include the following statement:  
Engrave on two lines "Property of" "Radford University"

**Step 4: Once the iPad arrives at the Radford University Campus Warehouse:**

1. Fixed Assets attaches a Radford University property tag.
2. The iPad is delivered to Academic Technologies.
3. Academic Technologies contacts the department to arrange iPad distribution and training.

## NOTES:

**Cellular Connectivity.** The standard iPad connectivity is Wi-Fi (similar to a laptop). The optional cellular chipset is available for AT&T, Sprint, Verizon, or T-Mobile. This data plan may not be purchased from University E&G and Auxiliary budgets. Individuals who purchase the data plan using personal funds may not request reimbursement from the University.

**iOS apps.** Due to Apple legal and the Virginia state purchasing guidelines, Radford University is unable to purchase "apps" from E&G and Auxiliary budgets. Individuals who purchase apps using personal funds may not request reimbursement from the University; however, Radford University will continue to work with Apple to resolve these obstacles and provide a mechanism for the university to purchase apps in the future.

**Standard warranty is 1-year** for hardware failures. The iPad is a consumer device with an expected life span of approximately 18-36 months. AppleCare only extends this warranty to 2-years. This **warranty does not cover accidental damage** of screen damage or spilling liquid on the device, thus \$99 AppleCare is not recommended. Departments are responsible if any hardware failure costs are incurred.