

## **iPads in CALS**

### **Ownership:**

If an iPad is purchased for your professional use with University funds (including grant dollars), it is the understanding that the device will be owned by the University and will be included in the department's annual inventory. As with any technology purchased by the University, the device must remain with the department that purchased it should you leave your position with the department. Request for iPad purchases must be made to the department chair who will review the request and pass it along with a recommendation to the Dean's Office for final approval. A request for the purchase of an iPad must be accompanied with an explanation of why the iPad is necessary for professional purposes and how it will be used.

### **App Licensing/Purchase:**

Apple's licensing agreement indicates that licensure/ownership of an App is granted at the time of purchase to the email account associated with the iTunes account. For that reason, CALS employees must use their personal email as the sole Apple ID and account associated with the University-owned iPad.

### **Reimbursement Procedures for App Purchases:**

With a very few exceptions, the College of Agriculture and Life Sciences will not reimburse individuals for the purchase of any Apps. All App purchases will be made with the user's own email address or Apple ID; therefore the associated license will remain with the user forever. In the rare case where it can be determined that an App will only be used for work conducted at UVM, a request can be made to the department and the Dean's Office for reimbursement. These exceptions will be handled on a case by case basis.

### **Models Supported for Purchase:**

All iPad models are supported for purchase. However, if an individual purchases an iPad with 3G service, that individual is completely responsible for the cost of any and all charges associated with their account. CALS will not reimburse individuals for any charges related to 3G service.

### **Process:**

All iPad/tablet purchases must be approved by the Dean's Office under the University's Mobile Communications Services and Equipment Guidelines". Please fill out the applicable portions of the attached form for the purchase of an iPad or other tablet.

### **Questions:**

Any questions or concerns relating to this policy may be referred to the Assistant Dean.

**Computer Purchase Documentation Form**

Equipment being purchased:

Laptop \_\_\_\_\_ Desktop \_\_\_\_\_ iPad or Tablet \_\_\_\_\_ Other: \_\_\_\_\_

How will this device be used: \_\_\_\_\_

\_\_\_\_\_

Why is it necessary for grant related work: \_\_\_\_\_

\_\_\_\_\_

What project number(s) will this computer/device be used for: \_\_\_\_\_

Hatch ☐

What proportion of time will this computer/device be used for station research: \_\_\_\_\_%

Station or Extension Grant ☐

What proportion of time will this computer/device be used for research on this project: \_\_\_\_\_%

Other Sponsored Project ☐Will the computer/device be used at least 95% for sponsored research? Yes ☐ No ☐**Multiple Computers or Purchased at end of Grant**

If multiple machines are being purchased or if this purchase is in the last three months of a project, please sign the following certification:

I certify that the computer(s) purchased is/are necessary primarily or exclusively to complete the obligations of the award, and is/are not a replacement for my primary UVM office computer.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**iPads/Tablets Approval**

Department Chair Approval \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office Approval \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Research Faculty Computer/Software Purchase**

Percent not able to put on Hatch, Station/Extension grants, or other SPA projects \_\_\_\_\_%

Support requested from Dean's Office \$ \_\_\_\_\_

Department Chair Approval \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_