Purchase Guide for Apple iPads and other Hand·Held Computing Devices

For the Apple iPad and other hand held computing devices, there are questions about the proper steps for acquiring these devices using District funds including grants.

Measure G *(or the current Bond)* does not fund iPads and hand held mobile devices for employees. The department or a grant provides funds for the purchase.

If you have acquired the appropriate approval to purchase a hand held device, the process is the same as if you were purchasing a computer. A purchaserequisition needs to be created. Please consult your department administrative assistant or your campus FFE Coordinator for additional assistance.

These devices are computers and therefore need to be inventoried, tagged and tracked by ETS (the District). Therefore, upon arrival at the District, they are to be first deliveredto ETS then distributed to the requester. Free engraving is available iPads and should be contained in the PR/PO: Engraved with the following:

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For the Apple iPad, one model includes cellular data networking. If this model is chosen, the user of the device will be responsible for working out the monthly payment details with their manager.

There could be an instance where part of the registration for an event includes the acquisition of a handheld device such as an iPad, if District funds were used for the event, and then the iPad is the property of the District then tracking of the device applies. Please contact ETS to enter the device into the District Equipment Tracking system and an asset tag will be attached to the device.

Please refer to the District Policy 3250 regarding proper use of FHDA computing resources.