INDIVIDUAL TABLET REQUEST FORM

Name of Requestor: _____

Funding Department: _____ Cost Center: _____

Type of Device Requested: ☐ IPad ☐ Microsoft Surface Pro ☐ Other _____

An iPad or similar device may be requested by employees whose official duties are such that the use of the device significantly enhances the performance of the academic (including instruction) and business activities of that faculty or staff member.

Funds should be sought from the departmental budget and transferred to UTech for purchase.

Describe what you hope to get out of an iPad:_____

_____

_____

List any apps that will be needed on this device:_____

_____

_____

Describe how this purchase will improve your effectiveness or productivity: _____

_____

_____

Will you need any accessories besides the provided cover and charger? (subject to approval): _____

_____

Do you have wireless internet (Wi-Fi) at your home?_____

List any cloud services you use (Dropbox, iCloud, Google Docs, etc.): _____

_____

_____

_____ _____

Requestor's name (please print)   Requestor's signature

APPROVALS:

_____ _____

Supervisor (Please print name)   Supervisor signature

_____ _____

Area Vice President's name (please print)   Area Vice President's signature

After the appropriate signatures are obtained, please forward to the AVP of UTech, Manderino Basement, for final approval.

UTECH USE ONLY:

UTech Received: _____   Approved/Disapproved by: _____   Date: _____

Ordered Received: _____   Distributed: _____   Date: _____

Type of Device distributed: ☐ IPad ☐ Microsoft Surface Pro ☐ Other _____

See reverse side for disclaimers

DISCLAIMER:
The device user will be responsible for any charges related to the acquisition of personally purchased applications. The university will not reimburse the cost of such apps. Also, taxes may be charged on the purchase. There is no educational discount for apps purchased by an individual. Payment problems and disputes about individual apps purchased by the user are the responsibility of the user.

Certain web sites may not display in whole or in part if they use software required to run in the background. For example, certain Java sites, Oracle, Flash, ActiveX control, etc... will not function on the iPad. Video output with the use of an external adapter connected to a projector has limited support on the iPad. (The adapter is an additional purchase) Not all software can be viewed via the output option. An app must specifically be programmed to take advantage of the video option. The default iPad OS cannot be displayed via this option. A supporting application must be launched first in order to view the iPad OS. A program such as Keynote is designed to allow video output. Some programs, such as Safari, do not allow video output. Movies purchased via iTunes are designed as protected content and therefore cannot be viewed via the video output option. Output resolution is limited to 1024 x 768.