Print Form

Secondary Device Request

Employee Name (Last, First, MI)

BSU - ID

Department Name

Department Account Number

Employee E-mail address

Employee Position Number

Supervisor Name (Last, First, MI)

Requested Device	
Model (ex. iPad, Xoom):	
Specifications (ex. 16MB memory, 32GB of storage, Wifi) :	
Additional Accessories (include cost of each accessory):	
Total cost (Device + Accessories):	

Justification for needing an electronic device *(REQUIRED FOR APPROVAL)*.

I have read the Electronic Devices Policy V.1.4 and understand my responsibilities.

Requests for the purchase of university secondary devices (i.e. iPads, tablets, etc) are required to go through the Computer Store or Telephone Services. The position must meet the criteria outlined in the Justification for an Electronic Device or Secondary Device section on page 3. All requests must be accompanied by clear justification of academic/business purpose and proper departmental and budget approvals. A device purchased the the University will be considered a university technology asset, and the device will be tagged and inventoried. By agreeing to terms of this policy, the end user agrees not to tamper with the device or operating system that would invalidate any warranties.

The university will not pay for any cellular voice/data plans associated with secondary devices. Applications (Apps) fees associated with business/academic purposes can be reimbursed. If any Apps will be paid for with university funds, a justification of academic/business purpose must accompany the request. The request form is located on the FormFinder webpage under the Telephone & Postal Services area.

Employee **Date**

Supervisor **Date**

Department Head **Date**

Vice President/Dean/Athletic Director **Date**

Vice President for Information Technology **Date**

IT / UTS

Purchase Date _____

Total Cost _____

TS.SDR.V1.2

4.16.12

FINAL APPROVAL **Vice President of Business Affairs and Treasurer** **Date**