iPad Justification & Quote Request Form

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 RU. *(Attach additional sheets if necessary)*

Name:	Position	Department	iPad Air 2/ iPad Mini 4/ iPad Pro	Primary Computer (Laptop/Desktop)

Please provide a <u>detailed</u> 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 16GB model should meet the needs of the majority of users. If you are requesting a 32GB or larger model, please justify the business need for this enhanced storage capacity.)

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iPad Options: *(Enter the desired Qty in the spaces provided).*

iPad Air 2:   16GB (est. $479) _____   64GB (est. $579) _____   128GB (est. $679) _____

iPad Mini 4:   16GB (est. $379) _____   64GB (est. $479) _____   128GB (est. $579) _____

iPad Pro: 32GB (est. $779) _____   128GB (est. $929) _____

iPad color choice and quantity: Space Gray _____   Silver _____   Gold _____

Cell Connectivity: By default, the iPad includes WiFi capabilities that allow access to the Internet within range of an available WiFi network (hot spot). If you require access to the Internet anytime/anywhere even when you are not near a WiFi network, the iPad must include cellular connectivity which adds an est. $130 to the base price. **Note: the University does not cover cellular data plans.**

Will you need cell connectivity?   ☐ Yes   ☐ No   If yes, choose a provider: ☐ AT&T ☐ Verizon ☐ Sprint ☐ T-Mobile

If cell connectivity is requested, please describe how the data service will be used:

☐ (text box)

Adapters for presentations/power (indicate choice and quantity)**:**

   VGA (Lightning) adapter (est $49) _____   HDMI Lightning Digital AV adapters (est $49) _____

Apple Covers and Cases: Please indicate how many of each type in the spaces provided below. Choices include Smart Case and Smart Cover. Colors and other options can be seen at **http://store.apple.com/us_edu_5001204/ipad/ipad_accessories/cases**. Note: It is also acceptable to purchase covers and cases from vendors other than the Apple store.

Choose type, color and qty:

Leather Smart Case:

iPad Air 2 ($79):   Brown ____   Pink ____   Black ____   Blue ____   Red ____

iPad Mini 4 ($69):   Brown ____   Pink ____   Black ____   Blue ____   Red ____

Polyurethane Smart: Cover:

iPad Air 2 ($39):   White ____   Pink ____   Black ____   Blue ____   Red ____   Yellow ____   Green ____

iPad Mini 4 ($39):   White ____   Pink ____   Black ____   Blue ____   Red ____   Yellow ____   Green ____

iPad Pro ($59):   White ____   Charcoal Gray ____

iPad Pro Accessories:

Smart Keyboard ($169): ____   Apple Pencil ($99): ____

Department Head : _____   _____
                          Please Print   Signature   Date

Dean/Director : _____   _____
                          Please Print   Signature   Date

Send completed form by e-mail to acadcomp@radford.edu, by mail to Box 6997 or by fax to: (540) 831-5555   Last modified 11-30-2015

Instructions and Additional Information

Departmental iPad Purchase Procedure

The Division of Information Technology works closely with RU'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 - vendor TIN #942404100
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 RU 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.