

Appendix C – Purchasing Applications for Tablet Devices

As of July 20, 2012

Purchases of tablets, such as iPads and those with the Android operating system, have increased across the University and Extension. The University has released a new, revised policy related to the purchase of applications for these devices. Part of the policy is listed below. Ohio State University Extension has the ability to be more restrictive than University policy, and has chosen to be more restrictive about the purchase of applications on University-owned tablets.

The use of PCards is **not** permitted to be used to purchase any applications for University-owned devices (and should never be used to purchase applications on personally owned tablets). While the policy below mentions only iPads, it has been verified that this policy relates to all devices for which applications may be purchased – so this includes iPhones and any other smartphones.

Purchases of applications for business use may be reimbursable, and would be reimbursed using the eRequest system. A copy of the Apple or other company invoice should be attached to the eRequest (generally an e-mail confirmation).

- An iPad should be treated like a laptop. In accordance with the University Computer Security Standards, if restricted data is going to be stored on the device, then the device must be owned by the university and encrypted. If the device is university owned, then it must be tagged and tracked. **Due to the nature of how additional applications are purchased, a personal credit card must be used to support the default Apple account on the iPad. If an area wants the added flexibility and control of using a departmental PCard to purchase applications, a separate Apple account should be set up to enable the area's IT Staff to make approved and password-protected purchases of applications. The password on the PCard supported account should not be shared beyond the area's IT staff.**