

**Keene State College****Wireless Communication Equipment (iPad/Tablet)****Purchase Approval/Reimbursement Form**

*Please complete this form and attach justification with and an original purchase receipt for submission to Accounts Payable for expense reimbursement.*

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**Policy Summary:** An iPad (or similar device) may be requested by employees whose official duties are such that the use of the device is required or significantly enhances the performance of the official duties of a KSC employee. The policy is designed to facilitate the purchase of these devices when a business need or academic endeavor can justify the purchase as well as comply with all KSC and USNH policies. The complete policy can be found here: <http://www.keene.edu/policy>

**Request Justification - Requestor provides written documentation to supervisor:**

How will the iPad/tablet be used?

What functionality/usability is provided by the iPad/tablet that cannot be accomplished with a College-issued desktop/laptop?

Will the use of the device significantly enhance the productivity of the employee?

- What measurable outcomes (either business (staff) or teaching and learning (faculty)) will be realized?
- Do the employee's responsibilities include reading, reviewing and/or commenting on large volumes of documents and is the employee willing to perform these tasks in a paperless format?
  - If so, how much printing will be eliminated over the course of one year?

**Fiscal Support for Request:**

Budget Manager must file request and share with supervisor (of requestor). Any exceptions will be reviewed and approved by supervisor.

**Employee Agreement:**

- Employee agrees to comply with all policies related to utilizing wireless communication equipment on the College network and accessing College data including, but not limited to, the Computer and Network Use Policy (CNUP) and College Data Access Policy.
- Employee agrees to comply with KSC ITGroup identified equipment security measures including the use of a passcode.
- Employee agrees to be responsible for devices that have been lost or damaged and/or replacement of said devices.
- Employee agrees to carry the device with him/her, keep it charged and in operational condition, use it appropriately, and keep it accessible for job-related functions required by the College.
- Employee acknowledges that partial or complete reimbursement to the employee from KSC funds for a tablet device that will be owned by the employee will be included in taxable income in the year such reimbursement is made.

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**Request Justification:**

**Employee Certification:** I certify that I will comply with the KSC iPad/Tablet policy and agree to its terms and conditions. I understand that my iPad/tablet will be listed as property subject to IRS regulations and treated as taxable income.

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Approval:** I confirm the expenditure for which reimbursement is requested is justified based on the official duties of the KSC employee named above.

Supervisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Fund/Org: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

For Business Office/Human Resources

Budget Move: \_\_\_\_\_ Entered by: \_\_\_\_\_

POSN# \_\_\_\_\_ TRANS# \_\_\_\_\_ Entered by: \_\_\_\_\_