

Medical School Information Technology

Computer Tablet Purchase / Lease Request Form

All tablet requests must comply with the following policies:

1. University-owned devices must comply with the PHI profile regardless of the type of data they process.
2. Only Wi-Fi tablets will be considered for purchase.
3. Tablets should only be assigned to one user at a time.
4. All tablets purchased with University funds must be tagged and marked as IT inventory.
5. Tablets purchased with Grant Funds must be approved in advance by the Office of Sponsored Programs in addition to the Medical School IT (MSIT) Group.

Requestor Information

Date of Request	_____	Department	_____
Requestor Name	_____	Principal Investigator	_____
Requestor Phone	_____	LAN Manager	_____
Requestor Email	_____	Approving DMO	_____

Tablet Request Details

Qty	Tablet Manufacturer	Tablet Model			
_____	_____	_____	<input type="radio"/> Purchase	<input type="radio"/> Lease	<input type="checkbox"/> Research Device
_____	_____	_____	<input type="radio"/> Purchase	<input type="radio"/> Lease	<input type="checkbox"/> Research Device
_____	_____	_____	<input type="radio"/> Purchase	<input type="radio"/> Lease	<input type="checkbox"/> Research Device
_____	_____	_____	<input type="radio"/> Purchase	<input type="radio"/> Lease	<input type="checkbox"/> Research Device

Please list the physical address(es) where the device(s) will be used.

Give a brief description of how the device(s) will be used.

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Tablet Usage Survey

- Will this device be purchased / leased on Contract and Grant Funds? Yes No
- Has the proposed user of the device signed the Mobile Device Policy Acknowledgement Form? Yes No
- Will this device be used in addition to a laptop or desktop? Yes No
- Will there be adequate and secure Wi-Fi coverage at this location? Yes No
- Will the tablet be connected to AirWatch per security policies? Yes No
- Will the tablet be assigned to an individual user, or will it be shared? One User Only Shared
- Does the tablet quote include at least a 2 year warranty? Yes No

Signatures and Certifications

Requestor Signature

Date Signed

Principal Investigator/DMO Signature

Date Signed
