

School of Public Health Tablet Purchase Policy

The following parameters applies to the purchase of portable computing “tablet” devices such as Apple iPads, Motorola Xoom’s, or other similar computing devices not otherwise categorized as a smartphone.

Purchases from non-grant fund sources are **not** allowed. Purchases from grants/contracts (Funds 50XXX-57XXX) are allowed under the following circumstances:

- Wifi Only Tablet Devices. This would include iPad and Android devices which do not include a separate contract for data service. The purchase of these for grant/contract purchases are not restricted.
- Devices Needing Data Service - Part A. Part A includes those faculty who wish to purchase a tablet device with a data service plan BUT where the data plan cost is NOT specifically written into the grant. In this case, the faculty member is allowed to purchase the DEVICE from grant funds, but would have to pay the cost of the data service plan on their own personal funds.
- Devices Needing Data Service - Part B. Part B includes those faculty who wish to purchase a tablet device(s) with a data service plan WHERE the data plan cost IS specifically written into the grant and is a NECESSARY COMPONENT of the grant. In this case, the faculty member is allowed to purchase the DEVICE(S) from grant funds, AND would work with UTHHealth Telecommunication to secure and pay for the data service plan through their grant funds, in accordance with UTHHealth Telecommunications Policy.

All device purchases will follow the SPH IT Purchasing Approval process as outlined in the Policies section of the SPH IT Services website, <http://www.sph.uth.tmc.edu/itservices>

All devices purchased will be controlled inventory, and as such must be tagged and tracked.