

FHSU
PROCEDURE FOR PURCHASING
Mobile Apps

As the University finds more uses for tablet technology, particularly the Apple iPad, there is a need for developing a process to purchase apps to be used in the classroom. This form applies to Apple, Android, and Chrome mobile apps. Following are the instructions of how apps will be purchased using the University P-Cards.

1. The Program Manager (Director of Purchasing) will initiate an account (with Apple) allowing the purchase of apps for University use.
2. Program Facilitators will be assigned by the Dean of each college and Vice Presidents for other departments to manage the purchase and distribution of program codes used for accessing apps to be used on electronic devices for education and university purposes. The Program Facilitator should be aware volume discounts may apply when purchasing apps.
3. A Workday Workflow Mobile App Approval Form will be completed by the faculty/staff needing the app. The form must be approved by the Budget Authority, Program Facilitator, and Purchasing Director. The Program Facilitator will purchase the app using the P-Card assigned to the college and distribute the purchase codes to those individuals needing the app.
4. The purchase code will be used by the person needing the app to authenticate the purchase using his/her or university (iTunes) account. One code per individual is required.
5. The Program Facilitator will reconcile the purchase as a part of the P-Card process and distribute the charges to the appropriate department. The Spend Category 541890 should be used. The App Number assigned to the Apps Approval Form must be written on all receipts before submitting them to Accounts Payable.

The procedure must be followed for purchasing apps using university funds. No reimbursements are allowed when apps are purchased outside this process.

This does not apply to “free” apps.