



Office of the Dean
College of Liberal Arts and Sciences
2155 Old Main
Detroit, Michigan 48202
(313) 577-2515/ Fax (313) 577-9693

MEMORANDUM

TO: Chairpersons and Directors, CLAS

FROM: Joe Kieleszewski

SUBJECT: University Policy—Purchase of emerging/innovative technology

DATE: January 3, 2012

The university policy pertaining to the purchase of emerging/innovative technology (e.g. ipads, kindles, eReaders, ipods, etc.) has been updated and is now available at the following University's website: <http://fisopsprocs.wayne.edu/appm/>

Once there, please click the bookmark "1.3.1.4 wireless communication devices..." located on the left side of the webpage for further details.

Please remember that any employee (e.g. faculty) that wishes to purchase one of these devices must request and obtain prior approval in writing from both the chair/director and the business manager of the college. If the business manager approves the request, it will be sent to either Jim Barbret, Controller (for non-general fund purchases) or to Gail Ryan, Assistant V.P. Sponsored Programs, (for grant/contract related purchases). Once you obtain all institutional approvals, the employee can do one of the following:

1. Purchase the device themselves if less than \$200.00 and submit the original receipt to their departmental administrator for reimbursement.
2. Purchase the device themselves if they have a procurement card.
3. Request that the departmental administrator purchase the item for them through the WSU purchasing system.

To give you some guidance as to what may or not be approved, below are some recent examples.

APPROVED REQUESTS:

- Ten Android cell phones purchased for the Computer Science Department to teach their students how to build applications on mobile devices.

- The Department of Nutrition and Food Science bought several ipads for their students in order for them to participate in in-class simulations of gathering data from electronic patient medical records.
- A faculty member in Psychology purchased an Xbox360 along with several games for it because his research focused on evidence that violent video games increases aggressive behavior.

DENIED REQUESTS:

- Vague explanation of the device(s) usage (e.g. would like to try it in the classroom)
- Need to access email while on University Business
- Need to access the internet while on University Business

If you have any questions, please contact me. Thank you.