

<b>Task:</b>	<b>Request to Purchase Apps from the Apple App Store</b>
<b>Revision Date:</b>	October 31,2012
<b>Description:</b>	To keep current with instructional technology trends in the college classroom, Hillsborough Community College provides iPads to fulltime faculty interested in adopting and using such technology with students. To this end the college recognizes there are a variety of useful iPad applications (apps) available. While many are free others are not. To accommodate faculty needs and requests for the procurement of fee-based apps the following Standard Operating Procedure has been established.
<b>Responsibility:</b>	CITT / ITS, HCC Faculty, HCC Staff
<b>Process Steps:</b>	<p><b><u>FACULTY AND CITT Staff AND/OR Administrators</u></b></p> <p><b>Step 1: Email the Director of Instructional Technology Services (ITS)</b></p> <ul style="list-style-type: none"> <li>▪ A fulltime faculty member wishing to purchase an app and get reimbursed should email the Director of ITS.</li> <li>▪ The email request should include:             <ul style="list-style-type: none"> <li>▪ Subject: REQUEST FOR APP REIMBURSEMENT</li> <li>▪ Name of the App(s)</li> <li>▪ Purpose/justification for instructional use</li> <li>▪ Cost</li> </ul> </li> </ul> <p><b><u>CITT – ITS, DIRECTOR</u></b></p> <p><b>Step 2: App Request Review</b></p> <ul style="list-style-type: none"> <li>▪ After reviewing the request, the Director of ITS will approve or disapprove the purchase and respond in email.</li> </ul> <p><b><u>FACUTLY MEMBER</u></b></p> <p><b>Step 3: Approved App Requests</b></p> <ul style="list-style-type: none"> <li>▪ If approved the faculty member may purchase the app(s) using his/her own credit card attached to their iTunes account.</li> <li>▪ The faculty member will submit a receipt of the purchase(s) and a copy of the email approving the specific app(s) for purchase to their campus Bursars office.</li> <li>▪ Funds for these purchases will be covered by the CITT-ITS Software account.</li> </ul> <p><b>Step 4: Disapproved App</b></p> <ul style="list-style-type: none"> <li>▪ If disapproved the faculty member may purchase the app(s) at his/her own expense without the expectation of being reimbursed from the college.</li> </ul>
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