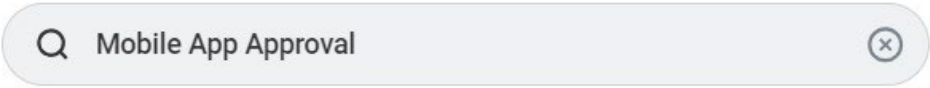# MOBILE APP APPROVAL FORM

Definition

As the University finds more uses for table technology, particular 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. A *Workday Mobile App Approval Form* should be completed by the faculty/staff needing the app. These apps purchased with University funds should be used for educational and university purposes. This process does not apply to "free" apps. This procedure must be followed for purchasing apps using university funds. No reimbursements are allowed when apps are purchased outside this process.

Procedures

1. Complete the *Mobile App Approval Form* in Workday and include all required fields.
   a) Input the current Fiscal Year, ex. 2024.
   b) Select the Type of App, Apple, Android, or Chrome.
   c) Type in the cost center associated with the purchase.
   d) In the Detailed description and estimated price of all Apps to be purchased add all apps needing to be purchased.
      a. Type in the name of the app.
      b. Number needed.
      c. Detailed description of the purpose of the app and how it relates to the educational and university.
      d. Unit cost for each app.
   e) Add any additional comments in the Form Comments box.
   f) Upload any supporting documents. If an invoice is available this is a good place to attach it or a screenshot from the app site showing the price and description.
   g) Click Submit and then click Submit again.
   h) Once the form is approved, record the Mobile App Approval number assigned on all receipts. This should be done prior to reconcile your p-card or submitting a supplier invoice.

2. **Applications must be approved by the Cost Center Manager and the Mobile App Group.** Be sure to regularly check the approval status of your application to ensure all parties have approved the application before completing the purchase. 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. The Mobile App Approval number assigned to the form must be written on all receipts before submitting to Accounts Payable. If you have questions about the application form, please contact the Administration and Finance Office at purchasing@fhsu.edu or by phone at 785-628-4251, 785-628-4463, or 785-628-4250.

Below are screenshot examples of the Mobile App Approval Form process in Workday.

1. Log in to Workday and type: *Mobile App Approval* in the search box and click the respective task.

2. Click on the link Mobile App Approval.

3. Click on the Create button (on orange).

Mobile App Approval Form

Please click the button below to create a new form.

Create

4. Complete all required fields. Input the current Fiscal Year. This should be a number format with the full year. Ex. 2024. Select the type of App – Apple, Android, or Chrome. Type in the cost center associated with the purchase.

Mobile App Approval Form

Submitted by :	Date	Fiscal Year
Michelle A Bryant | Shelley Bryant	03/26/2024	2024

Type of App:

- ● Apple
- ○ Android
- ○ Chrome

Departmental Information:

Use of State Funds is not permitted for personal purchases under any circumstances.

Cost Center

☓ 10414 Vice President for Administration & Finance

In the Detailed description and estimated price of all Apps to be purchased add all apps needing to be purchased.

        a. Type in the name of the app.
        b. Number needed.
        c. Detailed description of the purpose of the app and how it relates to the educational and university.
        d. Unit cost for each app.

Name of App	Quantity	Purpose of App	Unit Cost
App	1	Educational.....	100.00

Add any additional comments in the Form Comments box.

Upload any supporting documents. If an invoice is available this is a good place to attach it or a screenshot from the app site showing the price and description.

Form Comments :

Additional notes

File Upload

Upload

5. Once completed Click Submit. If needed you can Save as Draft and complete at a later date.

Save as Draft   Submit   Cancel

6. You will be asked to click Submit again for confirmation of the form submittal.

Confirmation

Clicking Submit will submit your Mobile App Approval Form

Submit   Cancel

*Please note this is just an example and the screenshot can be small in appearance in some areas. Each individual submitting will look different and may not have all information as the example.