

CALIFORNIA TECHNOLOGY AGENCY	NUMBER:	DATE ISSUED:
<b>TECHNOLOGY LETTER</b>	TL 12-12	AUGUST 9, 2012
SUBJECT: <b>PROCESS TO PURCHASE TABLET DEVICES</b> Tablet purchases require business case approval by the Technology Agency	REFERENCES: Government Code 11545	

## BACKGROUND

As tablet computing devices (tablets) have increased in use, concern over how they may be used has grown. For purposes of this TL, a tablet is a mobile computer contained in a single panel, generally using a touch screen as an input device. Tablets currently include the iPad and models using the Android, BlackBerry, and Windows operating systems.

## PURPOSE AND DESCRIPTION

The purpose of this TL is to require tablet purchases to be approved by the Technology Agency. Only those requests that meet defined business cases and provide for appropriate security measures will be approved. For example, a business case for staff conducting field work (e.g., inspections of facilities, case work at client's home) would be justifiable. A business case for a mobile device replacing other more expensive devices (e.g., laptop, desktops) without negatively impacting performance could be justifiable. All agencies<sup>1</sup> requesting tablets must meet established security policies before being considered.

The TL includes a process to document business case requirements for future tablet purchases. The method to document and get approval for business case requirements is provided in the Process section below.

## PROCESS

Effective immediately, the following process must be followed for an agency to purchase one or more tablet devices:

1. Before purchasing a tablet device, agencies must submit a completed and signed Tablet Device Purchase Justification Form to their Technology Agency Program Management Office (PMO) Manager using the template found in [SIMM 47A](#). The business case must clearly demonstrate how any tablet devices will be used to securely and cost-effectively meet the business needs of the state entity and increase efficiency. The form also includes verification from the agency Information Security Officer that sufficient secure mobile computing practices are in place.
2. The Technology Agency will review and share the final decision with the agency requesting permission to purchase the tablet devices.
3. Only after Technology Agency approval may the agency purchase the tablet device.

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<sup>1</sup>When capitalized, the term "Agency" refers to one of the state's super Agencies such as the Business, Transportation, and Housing Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office, department, board, bureau, commission or other organizational entity within state government. Within this TL, "agency" and "department" are used interchangeably.

**QUESTIONS**

Questions should be directed to your Technology Agency PMO Manager. A listing of PMO Managers and their organizational assignments can be found on the Technology Agency Website located at: [Technology Agency PMO Assignments](#).

**SIGNATURE**

/s/

Carlos Ramos, Secretary  
California Technology Agency