



**STATE OF ALABAMA**  
**OFFICE OF THE DIRECTOR OF FINANCE**  
STATE CAPITOL  
MONTGOMERY, ALABAMA 36130

BOB RILEY  
GOVERNOR

DRAYTON NABERS, JR.  
DIRECTOR OF FINANCE

MEMORANDUM

DATE: June 30, 2003

TO: Department Directors  
Agency Heads

FROM: Drayton Nabers, Jr.

A handwritten signature in black ink, appearing to read "Drayton Nabers, Jr.", written over the printed name.

SUBJECT: Purchase of Personal Digital Assistants

As the use of personal digital assistants (PDAs) increases, it is necessary to ensure that the state has a policy to manage the purchase of this technology. It is the responsibility of department heads to determine the best use of PDAs among staff in their departments and to restrict their use to personnel who have a legitimate need for such a device to perform their jobs.

Department and agency heads are authorized to purchase PDAs that cost less than \$500 and require no ongoing monthly service charges for wireless capability.

PDAs that cost more than \$500 or require ongoing monthly service charges require the approval of the Chief Information Officer (CIO) and must be acquired through the Division of Purchasing, Department of Finance. Requests to purchase such PDA's should be submitted by the agency director with justification to Purchasing. Purchasing will route the request to the CIO for approval.