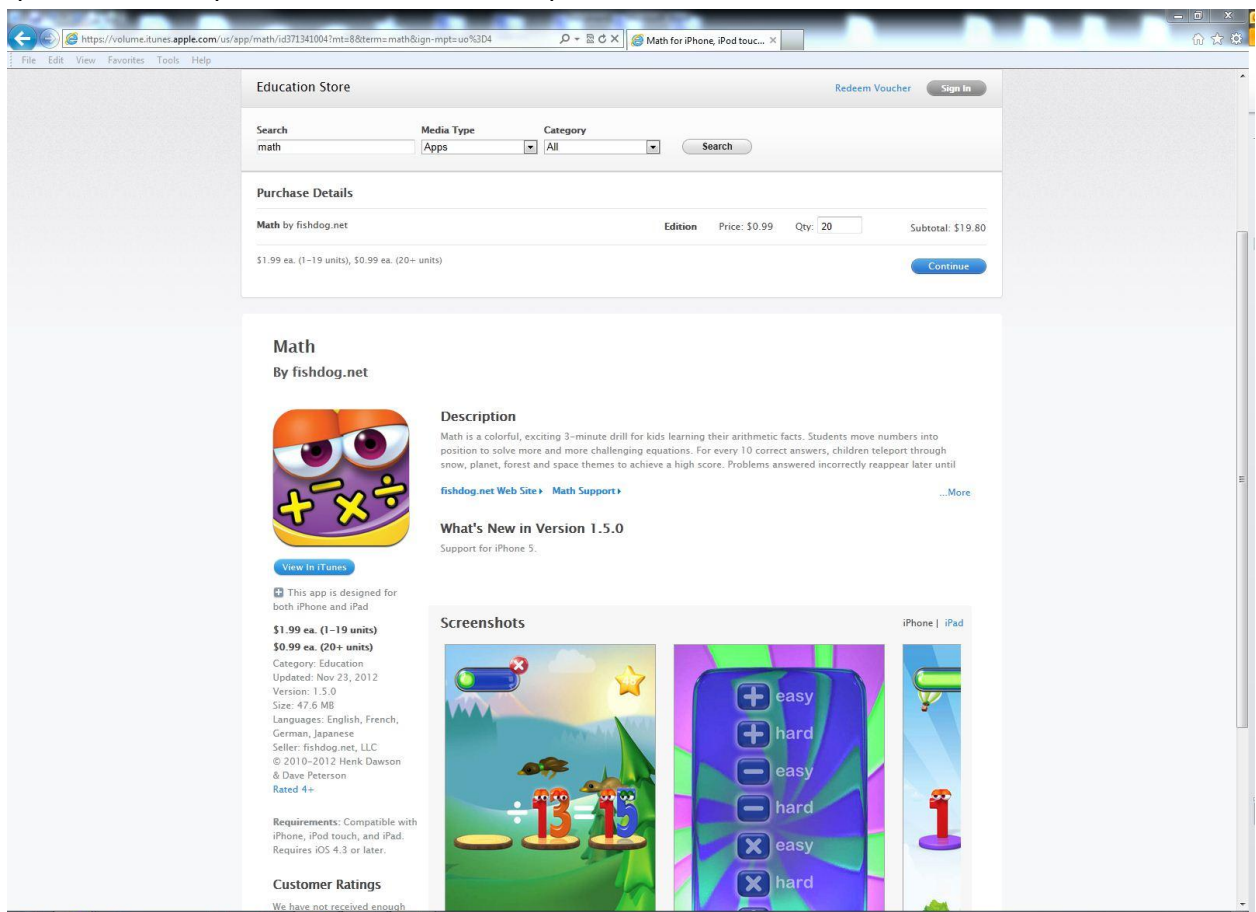


Apple Education

Volume Purchase Program

Purchasing Procedures

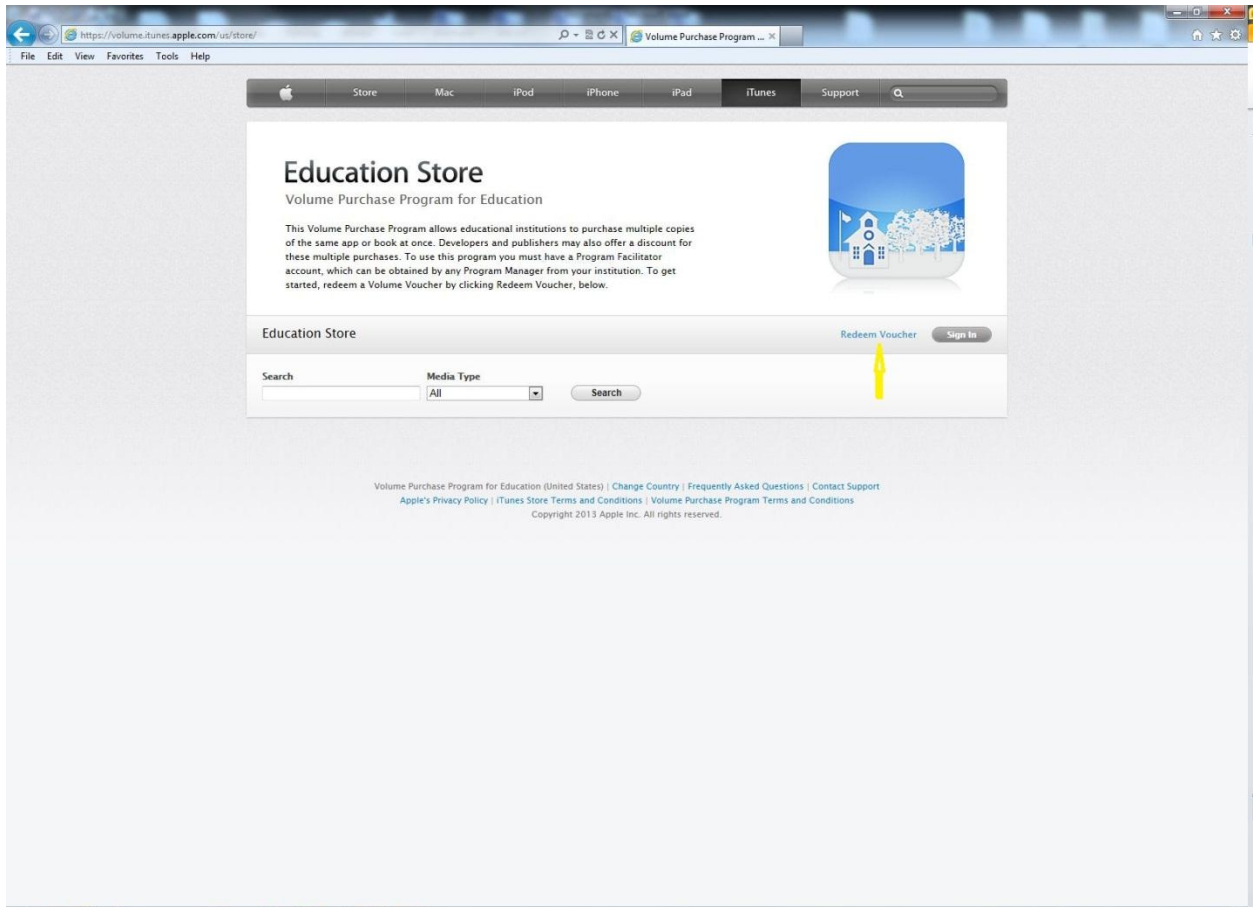
1. Volume Purchase Apple IDs have been created for each campus so that a Program Facilitator can initiate purchases, redeem vouchers, and facilitate installation/install apps after purchase. If you have not yet been given the ID please contact Gayla in the Technology Department for that information.
2. Either the Program Facilitator or another staff person may go to the web page <https://volume.itunes.apple.com/us/store/> and search for apps. After finding the app and entering the quantity needed, print the page with the subtotal to be used as a quote for backup documentation for a requisition.



3. Enter a requisition to purchase a Volume Purchase Voucher through the TXEIS system. Vouchers come in denominations of \$100, \$500, \$1000, \$5000, and \$10,000. The

Vendor for these purchases is Apple, Inc. After the requisition is approved and the Purchase Order is issued, fax the Purchase Order to **1-866-845-2999**.

4. A Volume Voucher will be sent to the Campus. The Program Facilitator will log into the website <https://volume.itunes.apple.com/us/store/> and redeem the voucher.



5. After redeeming the voucher, apps can be purchased until the voucher amount is gone. The vouchers never expire and the redeemed amount never expires. A copy of the voucher should be attached to the pink copy of the purchase order as backup documentation of purchase.
6. With the app purchase an excel sheet with all purchased apps and their associated licenses will be sent to the Program Facilitators Apple ID email address. These licenses will be used for app installation and license tracking. The license can either be mailed to the teacher's email address which has already be configured on the iPad/device or can be installed from the Program Facilitator's computer which has been configured for the purpose.