



IT Procurement Apple App Store Purchasing Process

offers assistance for university technology purchases

Through an agreement with Apple, VSU faculty and staff who are issued VSU-owned iPads and iPhones may request the purchase and installation of Apple apps at a discounted price. Information Technology (IT) Procurement and Inventory Assets will handle the procurement and installation of requested application(s). Applications purchased through this method must be associated with a valid VSU email account and Valdosta State University maintains ownership of applications.

REQUESTING APPLE APP STORE PURCHASES AND INSTALLATION

What You Should Do:

1. If needed, email itquotes@valdosta.edu for a pricing quote

2. Obtain written approval via email from your department head and budget manager for purchase

3. Submit a Request for IT approval by emailing itquotes@valdosta.edu. Include the following:

X Attached email approvals from the Department Head and Budget Manager

X The title, cost and quantity of each app to be purchased (e.g. Social Skills @6.99 X 3)

X The name and department of the end-user to receive the app

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Need a Quote for a Technology Purchase? Email itquotes@valdosta.edu

Visit IT Procurement Web http://www.valdosta.edu/admin_istration/it/procurement/