

**This Process Outlines:**

The steps taken by campus principals, principal designees, secretaries and department personnel to request a quote for paid educational iPad apps for instructional use.

Purpose for Request: To ensure that District personnel understand the process for paid app requests.

Process for Requesting Paid App Quotes for iPads

1. Submit Help Desk Ticket to request the paid application

**iPad App Quote Request (PAID)**

For use to request for paid iPad apps on teacher and student iPads. See intranet for process.

2. Apple Specialist will obtain pricing for requested apps through Apple.
3. Once pricing has been obtained, the Apple Specialist will submit a VPP Credit Proposal via Apple E-Commerce.
4. Apple Specialist will receive a proposed amount and attach the proposal to the Help Desk Ticket.
5. The campus or department Secretary will then enter a requisition for the proposal amount via Skyward.
6. If accepted, the Purchasing department will approve the amount based on the proposal that was created and the Apple Specialist will await the confirmation of funding from Apple.
7. When funding has occurred the Apple Specialist will visit the campus or department contact/location entered on the Help Desk ticket and physically install the paid apps.
8. After apps have been installed, the Apple Specialist will close the ticket.