



QUOTES | VOLUME PURCHASES (VPP) | FREE APP REQUESTS

IPADS - OBTAINING A QUOTE

This Process Outlines: The steps taken by district staff when requesting a quote to purchase Apple products.

Process for Campuses/Departments:

In order to provide students with the necessary equipment and resources needed to achieve academic success, campuses and departments may need to purchase technology equipment and/or programs. These such requests must be entered in the Eduphoria Help Desk system.

Before entering requests, it is important to ensure that financial stewardship and student need is established prior to entering the ticket.

1. Authorized campus personnel must submit a help desk ticket in [Eduphoria](#) using the category "Quotes for Technology Purchases." Please include the quantity, i.e. campus secretary, department chair or another designee. **Note: Utilize the online catalog in Skyward when applicable*
2. Technology will respond to the Eduphoria ticket with the best quote pricing.
Campus/Department entry of requisition using a 6395 budget code and the individual entering quote must change the shipping address to **900 S. Cedar Ridge, Suite 100, Duncanville, TX 75137. All technology items must be delivered to the Technology building first** for inventory and distribution preparation.
3. Once all materials from a single PO are received, inventoried, and prepped, the materials will be delivered to the campus, department or designated individual. *The receiving staff member(s) and the delivering Technology staff member will sign the appropriate documentation transferring the materials; typically this will be a TIPWeb transfer document.*
4. Technology will provide packing and receiving documentation to the originating campus/department designee for inclusion with the PO documentation.
5. Campus or department designee will receive the vendor invoice.
6. Campus or department designee will attach all packing, receiving, and invoice documentation to the PO and releases PO for payment.
7. The Help Desk ticket will be updated and closed.

Mandatory Apple Component Purchases

Please take notice that as a standard, you are required to purchase the following in order to support your Apple device. At the time of your request, you will receive a quote for each of these items as appropriate to your device choice.

- Rugged Case (iPads only)
- Apple Care+ Protection Plan
- 1 Year Mobile Device Management License (each device)

***Note:** Yearly licenses must be renewed each year

PAID APP REQUEST - OBTAINING A QUOTE

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 and receive pricing through the district's volume purchase program (VPP).

Process for Requesting Paid App Quotes for iPads - Principals and designated staff only

1. Only a principal or designated staff may submit Help Desk Ticket using the category "Quote Request for Paid Apps" in [Eduphoria](#).
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 proposed 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.

VOLUME PURCHASE PROGRAM

Apple Volume Purchase Program for Education (VPP) allows schools to purchase apps and books in volume and distribute them to students, teachers and administrators. It also allows app developers to offer special pricing for purchases of 20 apps or more. This managed distribution provides a way for the district to retain full ownership of apps by assigning, revoking and reassigning apps to different users.

Downloadable Handout: [Requesting Paid iPad Apps](#)

FREE APP REQUEST

This Process Outlines: The steps taken by staff members to request free educational iPad apps.

Purpose for Request: To ensure understanding of the process when requesting free apps for campus or department Apple mobile devices.

Process for Requesting Free App Quotes for iPads

1. All campus staff have the ability to submit a help desk ticket under "iPad App Quote Request (FREE)" in [Eduphoria](#).
 - All requested fields must be completed or the ticket will be returned to the requestor to complete.
 - Include each asset tag number of the iPads they will receive the apps under the "Detailed Request" section of the request.
2. The quote request will be reviewed by technology department.
3. Apple Education will notify technology when the apps are made available for distribution.
4. Technology will deploy the apps to the iPads designated by the ticket.
5. The Systems Specialist will notify the requester and close the ticket.

**Note: Allow for 2-5 business days for deployment.*

Free iPad App Resources

**FOR ADDITIONAL ASSISTANCE PLEASE ENTER A HELP TICKET IN [EDUPHORIA](#).
FOR IMMEDIATE ASSISTANCE CALL THE HELPDESK 972-708-2300.**

Last Modified on March 28, 2018

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