



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 APPLICATIONS 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:
 - a. Attached email approvals from the Department Head and Budget Manager
 - b. The title, cost and quantity of each app to be purchased (*ex. Social Skills @6.99 X 3*)
 - c. The name and department of the end-user to receive the app for their assigned device
 - d. The Apple iTunes account associated with the end-users @valdosta.edu account
 - e. The iPad/laptop decal # (red VSU sticker)
4. After VSU IT has processed your request, the end-user's device will receive the application remotely. The application will be managed by VSU's MDM (Mobile Device Management) solution.
5. The end-user will receive a resolution Service Request email **from Ivanti Service Desk**. The email will signify the completion of the application installation.

All purchases and required information will be tracked and maintained by VSU Information Technology.

CONTACT INFORMATION

Have Additional Questions? Email itpurchasing@valdosta.edu or call 229-333-6000

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

Visit IT Procurement Web @ <http://www.valdosta.edu/administration/it/procurement/>