
Memorandum 11.2

TO: Principals
STS/LMETS

FROM: Christopher Larsen, Director Educational Technology

DATE: July 14, 2021

SUBJECT: App Purchasing for Apple Devices

The following will reflect the Educational Technology Department's procedure regarding the purchasing of apps for Apple Operating System (iOS) devices. Gift Cards of any type may not be purchased using any form of district funds.

There are two routes that can be taken when seeking to purchase apps.

1- Purchase apps using your P-Card (amounts under \$500)

This is for small scale individual purchases. A receipt is emailed to the email address your iTunes account is registered to. It can take 1-2 days for the receipt to arrive. Submit your receipt with your P-Card statement.

2- Purchase apps in Apple School Manager

This is for purchases of multiple copies of apps for iPod or iPad carts or to distribute to multiple users. Below describes the process used for these purchases.

The STS/LMETS will serve as the Content Manager in your building. When you are ready to buy apps for your iOS devices, contact your STS/LMETS and let them know what apps you want to purchase.

As of 2020 Apple has integrated volume purchasing into their Apple School Manager* system, and an Apple School Manager account is now required to view volume purchase pricing and make purchases. Schools should contact Joshua Whiting in Educational Technology to have their Apple School Manager account created or updated.

Volume apps can be purchased with an Apple School Manager account using a P-Card if the total cost is under the P-Card purchasing limit. Upon purchase, app license codes for use with iTunes or a token for use with an MDM (mobile device management system) will be distributed to the account manager and a receipt provided for the P-card statement.

If the volume purchase is above the P-Card limit, the STS/LMETS should work with your financial secretary to create a requisition for a Volume Purchase Credit* voucher for the full amount required for the volume purchase (vouchers can be purchased from \$100.00 to \$10,000.00). The requisition needs to go to the Purchasing Department. Once purchased, the credit vouchers will be distributed to the purchaser via a secure inbox and will need to be redeemed in the school's Apple School Manager account. The content manager will select the needed quantity of the app in Apple School Manager site, the cost will be deducted from their volume credit, and they will be sent a spreadsheet with codes to be used in iTunes or a token for use with an MDM.

The STS/LMETS will download the apps with a designated iTunes account using the codes, or distribute the apps to devices using an MDM. As many devices as you have purchased that app for may then be synced to that account.

* Apple School Manager site: <https://school.apple.com/>

This is where the school content manager can shop for, purchase, and manage volume apps for distribution. Schools should contact Joshua Whiting in Educational Technology (jwhiting@graniteschools.org) to obtain a current content manager account and for assistance navigating the site.

* Apple Volume Purchasing Program Credit: <https://support.apple.com/en-us/HT202983>

This page shares instructions for contacting Apple to purchase VPP credit via requisition for volume app purchases over the P-card limit.

