Administrators,

Working with our purchasing department and Apple we have developed a system for the purchase of applications for mobile devices. Sites can purchase applications by submitting the attached form to the Office of Research/.

Request for any applications can be submitted and will be reviewed by Instructional and Technology staff. Please note that not all applications qualify for Apple Volume Discount Program. To receive volume discounting on selected applications 20 application of one title must be purchased at one time.

To purchase applications, school sites will submit the completed Application Purchase form to Barbara Richardson in the Research Department. The inclusion of a budget code for the amount of the site request will serve as payment for the transaction. Vouchers will be purchased from Apple and redeemed for the applications that the school site has requested. Specific codes for the purchased applications will be e-mailed to the school site. These codes can then be used at the Apple iTunes site to download purchased applications. Once billing is completed the site budget will be assigned for the cost of the purchases.

Sample Completed Application Purchase Form:

| **SBCUSD Application Purchase Form** | | | |
|---|---|---|---|
| Date of Submission: | | | |
| Name of Application | Number Requested | Cost of Application | Total Cost of Applications |
| Readdle Docs | 3 | $4.99 | $14.97 |
| Office 2 HD | 3 | $7.99 | $23.97 |
| Keynote | 5 | $9.99 | $49.95 |
| Good Reader | 20 | $.99 | $19.80 |
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| | | | |
| Total for Site Application Purchase | | | $108.69 |
| Site Administrator: Dan Durst | | Worksite: North Verdemont | |
| 25 Digit Site Budget Code to Assign for Purchases: 01-1100-0-0000-0000-**4340**-700-700 | | | |
| Submission of this completed form to the Office of Research indicates that the cost of the purchased applications will be assigned to the listed budget | | | |

Sample