

## Apple Device Ordering Procedures

The following steps will need to be completed for each Apple device request.

1. Contact Office of Information Systems Help Desk and request an Apple Proposal.
2. Include the proposal number given to you by OIS in the document text of your requisition made to Apple (T01000012) making the requisition match the proposal line for line.
3. Once your requisition has the proper approvals, if any are needed, it will be converted to a purchase order.
4. Procurement will submit the order online and you will receive a confirmation email from Apple.