

Apple Device Ordering Procedures

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

1. Request an Apple Proposal from the Office of Information Systems by choosing “Hardware Requests” on the left side of this page:

<https://support.atu.edu/support/catalog/items> Choose the device you wish to purchase and a Support Technician will contact you with the Proposal Number.

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.