

Procedure for Purchasing App for iPad

Part I – P.O. for apple card purchase

1. Apple card must be purchased through business office in order to add apps with a fee to iPads. No reimbursement for apps purchased on personal accounts will be honored.
2. Teacher discusses with principal the need for apps along with educational benefits.
3. Principal determines if the app is appropriate and what budget code to deduct funds from.
4. Notify John Clayton to fill out p.o. for apple card—increments for purchase are \$100.00, \$500.00, \$1000.00.
5. John Clayton gets p.o. to principal to add fund code and principal runs through p.o. process as usual—entering in system and hard copy to Perrin for approval
6. P.O. runs through business office and apple card will go to John Clayton—he will notify principal upon arrival of card.

Part II—request to add app to iPad

1. Teacher fills out 'Request to add App to iPad' form completely
2. Principal approves—sends to Kristi Rhone for approval
3. Kristi approves and sends to John Clayton.
4. John Clayton adds app and keeps running total of apple card. Teacher will be involved during the adding app process.