

**WCS Bookkeepers’ Blogs**

**Karen Widener, Technology Secretary/Bookkeeper**

# Current Forum questions:

**What is the process for placing orders through Apple?**

# Solutions: Collapse this imageExpand this image

**Ok ladies…I know this whole process of ordering through Apple has been confusing. Let me attempt to simplify it somewhat. When you want to order through Apple follow these steps:**

* **Contact Jason Lester to tell him what you want to order**
* **Jason will go to the Apple Store site and create a proposal and email that proposal to you. For any new Apple purchases, plan on also issuing a PO to JAMF for $21/device as well.  We will not process any Apple orders unless you also purchase the JAMF license at the same time.**
* **Your school Bookkeeper (or whomever creates your requisitions) can use the information on the proposal to create a requisition in Munis**
* **Once that requisition converts to a PO, email the PO to me (**[**kawidener@wcs.k12.va.us**](mailto:kawidener@wcs.k12.va.us)**) and I will place the order for you/your school electronically through the Apple Store**
* **If the items do not have to be inventoried, I will have them shipped directly to your school. If the order needs to be inventoried, I will have it shipped here, do the inventorying and have it delivered to your school or you can pick it up.**

**I hope this information is helpful. Please do not hesitate to contact me if you have any questions about this process. My extension is 3060. I am always glad to help!**Collapse this imageExpand this image

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## **Additional Comments**: