



WCS Bookkeepers' Blogs

Hosted
By:

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CURRENT FORUM QUESTIONS:

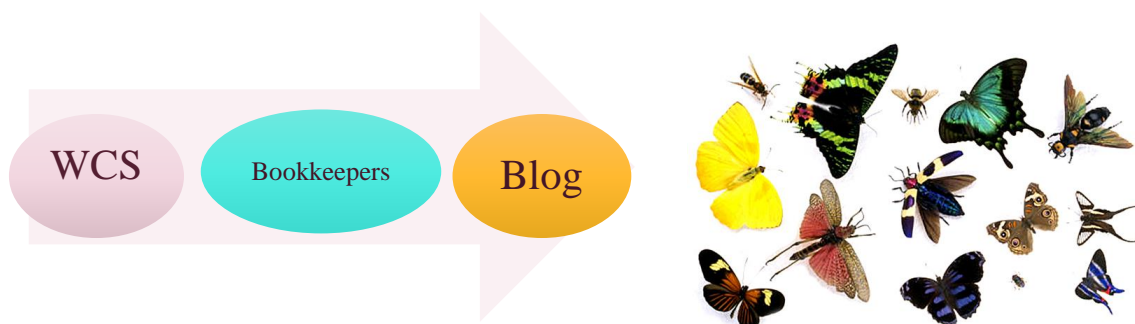
What is the process for placing orders through Apple?

SOLUTIONS:

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
- 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) 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!



ADDITIONAL COMMENTS: