

# APP PURCHASE PROCESS

ITEM	QUAN	NUMBER	DESCRIPTION	UNIT	TOTAL

Send requisition WITH ACCOUNT CODE AND APP NAME to Lisa Smith in the Business office for approval

Lisa will send approved requisition to Angela Sleeper in the technology department

Angela will send a short Google form to gather information pertinent to deploying the app. This information is also stored for historical data.

**App Purchases - The Final Step**

In order to finish the process for purchasing the apps you have requested, please complete the form below. The app will then be purchased by our department to your device. YOU WILL NEED TO PURCHASE ONE APP PER DEVICE

Your username (asleeper@orpainc.org) will be recorded when you submit this form. Not you? [Sign out](#)

\* Required

Staff Name (First and Last) \*

Your answer

Building and Position \*

Your answer

Asset Number on Device \*

Your answer

Serial Number on Device \*

Your answer

Apple Account on Device \*

Your answer

The ACTUAL links of the Apps being requested: iTunes -- requested app -- click down arrow next to where you purchase the app -- select "copy link" -- paste the link into the box below (each one on a new line)

Angela will purchase app and send to the specified device(s) electronically!  
**Please keep in mind; you will need to purchase one app for EACH device or Apple ID**

**Only newer devices with a lightning cable and those purchased by the district will be eligible for app purchases**