Apple Volume Purchase Program (VPP)
Order Process

Funding the Apple Account
In order to purchase Apple applications, your site must have available funds in your site's Apple account. Vouchers to fund the account must be purchased in $500.00 increments. If you need to purchase vouchers, please create a HelpDesk ticket indicating the amount desired, assigned to Michelle Bowling.

Requesting App Purchases
The following is the basic process for creating an order for Apple apps:

(1) PC Services, or someone from your department, will enter the initial request on SharePoint.

   Direct Link:
   https://irvineusd.sharepoint.com/sites/IT/Projects/iOS/Lists/App%20Purchase%20Request/NewForm.aspx

   You will need to gather:
   a. School Site
   b. App Name and Developer Name
   c. Individual Purchase Price (before volume discount)
   d. Quantity
   e. Educational/Business Rationale (County requires this – a couple sentences about how it will be used and why it is needed)

(2) I.T. will place the order and update the price with any discounts.
(3) You may check the status of your order here: https://irvineusd.sharepoint.com/sites/IT/Projects/iOS/Lists/AppPurchaseStatus/AllItems.aspx.
(4) You will receive an email when the purchase has been completed.

If you have any questions about the process, or need assistance in creating the order, please contact PC Services or Michelle Bowling at MichelleBowling@iusd.org or Ext. 5114.