

## Add Apple Funds to Department Token

This document is intended to explain the process and steps taken when a department request funds for an Apple Token. The process described below can take up to 6 to 8 weeks.

1. The department selects a dollar amount based on the quantity of Apple Apps needed per quarter or per annually, based on the department's needs.
  2. The department send an email to David Nasr [nasr@apple.com](mailto:nasr@apple.com) for an Apple Quote.
    - a. C.c. Robert Hershey and Tony Cordero.
    - b. The email must include the dollar amount.
    - c. Email must also include the site token. [tokenmanager###@sandi.net](mailto:tokenmanager###@sandi.net).
      - i. Each department has their own token address.
        - Reach out to Robert Hershy or Tony Cordero for token address.
    - d. Include the name and email of the staff member who initiated the request for Funds.
  3. Apple (Westley Culp) responds with an email, with attached Apple Quote.
    - a. Use the Apple Quote to submit an ePro Requisition.
  4. The department or site creates a special ePro Requisition.
    - a. Save & share the ePro requisition ID for tracking purposes.
  5. ePro Requisition goes though approval process moves into the "Buyer's" work queue.
  6. The Buyer turns the requisition into a SDUSD purchase order via Peoplesoft Expediter.
    - a. Please note SDUSD Purchase Order number and Date for tracking purposes.
    - b. The Buyer reviews the quote and sends the SDUSD purchase order and Apple quote to [institutionorders@apple.com](mailto:institutionorders@apple.com). And c.c. David Nasr, Robert, Tony, and the staff member who originally requested the funds.
    - c. Apple responds with a confirmation email.
  7. Apple sends an Apple Invoice to "SDUSD, 4100 Normal Street, Room 3141. Apple Invoice Number also contains Apple Sales Order Number.
    - a. Department or Site must email Distribution ([suptrec@sandi.net](mailto:suptrec@sandi.net)) with a copy of the invoice and request a receipt for the PO, siting the PO #.
    - b. Once, Peoplesoft purchase order shows as "Receipt Status", then SDUSD Accounts Payable cuts a check to Apple, paying Apple.
  8. Apple accepts funds from SDUSD and converts the funds into a certification/key.
    - a. Apple emails SDUSD to download the certification/key.
    - b. The end user who received the Apple notification needs to reach out to Robert Hershy or Tony Cordero for processing.
  9. Robert Hershey or Tony Cordero will login to a Special Apple website and download a certificate/key assigned to a token account.
  10. Robert Hershey or Tony Cordero will add those funds to Apple School Manger token.
  11. Robert or Tony will notify the department that new funds are available.
- End.