Apple VPP Software Form

Notes:
- Paid app requests go through the standard eSHOP approval process. Free app requests do not require funding source approval.
- The Apple VPP Software form cannot be combined with items from other catalogs in a single cart.
- All orders will be placed as Managed Distribution. Purchases are final; no returns, refunds, exchanges, or transfers.
- One or more P-Card transactions will be reconciled to your Cost Object, referencing the eSHOP requisition number, for the total amount.

Completing an Apple VPP Form

1. Click the Apple VPP Form link under Special Forms on the home/shop tab or on the Forms tab.
2. Complete the required fields in bold.
   A. Select from the drop down your College/Department name. If you cannot find an Apple VPP account name for your unit, please request an account by sending an email to apple@nebraska.edu
   B. Provide a list of recipient(s) by individual user/device name or group name.
   C. If needed, add any special notes or instructions.
   D. Click on the Apple Volume Purchase Program link to search for the apps you wish to purchase.
   E. App/Book Name
   F. Developer/Author
   G. Media Type
   H. Amount
   I. Quantity
3. Once you have completed the form, choose Add and go to Cart from the Available Actions drop-down at the top and click GO.
4. Complete other required fields within the cart to submit the form. Funding source information will need to be entered in the cart header and will be used for billing. Apple VPP Software should use GL Account 531952 (Computing Software).
5. Once the requisition has been processed by ITS, the requestor will be notified that the software is available for distribution.