

## **How to Purchase an Apple Computer and Apple Accessories**

Go to the Apple Education Store at:

<http://store.apple.com/133-622/WebObjects/institutionAustraliaCustom?type=eduauGEN&qprm=2854>

and select the product you wish to purchase. Note the product number, description and price. Complete an Outside Purchase Requisition for the products required, follow normal approval processes within your department and then forward the requisition to Purchasing in the Financial Services Directorate.

NB: Please include delivery details on your requisition e.g.

Joe Bloggs,  
Level 3, Room 2  
Information Technology Directorate.