



# Volume Purchase Program

## Steps, Suggestions



### Stage 1: Planning

- Contact MSP Coordinator for initial consultation on planning/implementation of iOS Devices
- Identify/Create District Program Manager (District Contact for VPP Program)
- Identify/Create District Program Facilitators (Librarians, Department Heads, Integration Specialists)
- Establish District Policy for Reviewing/Purchasing Apps, Interactive Textbooks

### Stage 2: Purchasing

- Contact Technology Planner to purchase VPP Voucher, PO is created/sent to Apple
  - VPP Vouchers available in \$500, \$1,000, \$5,000 and \$10,000 allotments
  - Suggestion: Include VPP Voucher with hardware order (iPods, iPads)
- Voucher Card is received by MORIC, then sent to District Program Manager
- Project Manager 'redeems' Voucher Card through VPP Website
- Apps/Textbooks are purchased through VPP Website by Program Managers or Facilitators
- Program Managers/Facilitators receive 'redemption codes' for Apps/Textbooks purchased

### Stage 3: Distribution

- Program Managers/Facilitators (or designated person) redeems codes through iTunes
- Distribution of codes can vary from district to district, building to building
  - Suggestion: Buy in bulk, plan for growth
- Program Managers/Facilitators keep track of App/Textbook purchases, redemption codes

