How to Buy Apple Computers [1]

This commodity includes computers, peripherals, and software made by Apple Computer and purchased directly from that vendor.

Procurement Options and Procedures

- **$10,000 or less**: **Goods**: Submit a Purchase Requisition through the CU Marketplace.
- **Above $10,000**: **Goods**: Submit a Purchase Requisition through the CU Marketplace. A Sole Source Justification is also necessary to purchase goods over $10,000.

Supplier Information

University employees with access to CU Marketplace can order directly through the Apple catalog.

Be advised that Apple has a strict return policy. Returns are only accepted if the product is defective. In particular, third-party products (such as monitors) purchased via the Apple punch-out are typically not returnable.

Contact Information

- Senior Account Executive - Aaron Grider - 303.552.1083 or agrider@apple.com [2]
- Account Executive - Jim Evans - 512.674.6904 or 800.800.2775 x46904 or jim.evans@apple.com [3]
- Post Sales Order Support - 800-800-2775 or SSOCentralWestHiEd@apple.com [4]

Collegiate Purchase Program Agreement

According to the terms of the University's agreement with Apple, CU departments are required to purchase all Apple Computer equipment directly from the company. Apple, in turn, offers the University educational pricing. The educational pricing is reflected in the Apple catalog on the CU Marketplace. Apple does not allow resellers to sell Apple products to educational institutions. Shipping charges are included in the prices unless special air shipment is requested.
Purchasing Agents

Crystal DiCino

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IT Category Manager

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Source URL: https://www.cu.edu/psc/how-buy-apple-computers

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