



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: IT Hardware/Software	Contract #: Sole Source
Vendor: Apple Computer	Effective Date: Continuous
OMNI Vendor ID#: 0000001937	DMBE Certified: No
Address: MS 198HE 2420 Ridgpoint Dr Austin, TX 78754	Payment Terms: Net 40
Contact: Dale Love	Purchasing Card Can Be Used: Yes
Phone: 800-800-2775, dial 1 ext 42823	Fax: 866-219-9213
E-Mail: dlove@apple.com	Website: www.apple.com
Purchasing Specialist: Phyllis Sullivan pwsullivan@admin.fsu.edu 850-644-9726	Procure to Pay Team: Purchasing: Phyllis Sullivan (pwsullivan@admin.fsu.edu) Accounts Payable: (850-644-5021)

Information: Apple is a sole source vendor. Resellers are not allowed to sell Apple products to higher education institutions. To order items from Apple, go to eMarket in OMNI.

Apple offers engraving through eMarket. **Make sure to put FSU then department name and telephone number not a person's name.**

Click [HERE](#) for additional information regarding [How to save an Apple Web Proposal cart for eMarket use.](#)

NOTE

* **eMarket is the first way to purchase with this vendor.** Any regular order sent to Purchasing not done through the eMarket system may be canceled. We will check eMarket to verify if the item is in the catalog and if not, will contact you to let you know the order was canceled (will show as canceled in Manage Requisitions also) and to go through eMarket to place order.

* **The P-Card can be used to purchase** parts and software under the \$999 limit and not available from User Services Site Licensing group. If the order is under \$50 and you have a p-card this is the way you should order.

* **Enter a requisition if the order is going to be over \$999, the item is an OCO item or if you don't have a p-card.**

* **All orders** over \$20,000 route to the IRM (Information Resources Manager) for approval before being dispatched to the vendor.

* When purchasing a single item over \$5,000 or several items that will make a single item and the total is \$5,000 or more, be sure to use an OCO category code so that a property tag may be issued.

* Before purchasing software check with ITS Software Licensing at <http://www.its.fsu.edu/Software> as they carry several software packages and give departments great pricing.

* When placing a volume purchase, please contact the Purchasing Specialist listed above. It is the responsibility of the Purchasing Specialist to negotiate pricing.

* For returns, contact the Apple rep Dale Love at dlove@apple.com or 800-800-2775, dial 1 then ext 42823 and he will assist you with returning your item(s).

Note: There may be a restocking fee for returned items that are not due to vendor error.