



Apple Device Request Procedure

Downstate Medical Center recognizes that the performance of certain job responsibilities may require using an Apple Device. In this situation, an employee may follow the procedure below to request. Because of the higher cost associated with the purchase, additional approval step is needed.

1. The employee shall complete the following documents:
 - a. Download and complete the mobile device form from the following DMC web site and specify Apple Device as the choice and indicate if the user has an Apple ID.

Note: To activate an Apple Device, an Apple ID is needed. A personal credit card # will be associated with the ID. The user will be responsible for all personal purchases, except the charge of the phone and monthly cellular and data services.

How to obtain a personal (non-work related) Apple ID:

<https://appleid.apple.com/cgi-bin/WebObjects/MyAppleId.woa/>

- b. Attach an explanation of the job function requiring an Apple Device.
2. The head of the department must sign the mobile device request form for approval.
3. **The signed form must be submitted and approved by the John Dooley or Executive Vice President Astra Dowell.**
4. The employee shall submit signed to helpdesk via email to generate a ticket.
5. Department of IS may only purchase an Apple Device with standard mobile and data services after receiving the approved forms.
6. Upon receiving the Apple Device, the I.S. Department will work with the user to provision the Apple Device with phone and Downstate email services.
7. The incurred costs, including the costs of the device and monthly mobile and data services will be charged back to the department.