

Receipt# _____**Transaction Type**

- ☐ Dept. Chgbk
☐ Repair Sales Order
☐ Prepaid Sale
☐ VR
☐ Special Order PO#

PO# _____

OrderDate _____

RIT Campus Store Sales and Chargeback Form with Apple Eligibility Verification

Monroe Hall, 48 Lomb Memorial Dr., Rochester, NY 14623

Phone: 585-475-2505 Email: digiden@rit.edu

Name _____

RIT Department _____

Phone _____

Alternate Phone _____

Email _____

Address (for personal purchases) _____

NAME OF AUTHORIZED APPROVER (PRINTED) _____

Signature _____

NAME OF RECIPIENT (PRINTED) _____

Signature _____

Items Purchased**Quantity****Description****Serial Number**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For items paid via RIT departmental chargeback, provide a valid RIT general ledger account number:

_____. _____. **. 90100 .** _____. _____. **. 00000** (items with a unit value of <\$5,000)

Subtotal: _____

_____. _____. **. 90101. 88 .** _____. _____. **. 00000** (items with a unit value of \$5,000 or more)

Subtotal: _____

Total Purchase: _____**Apple Verification of Eligibility****I certify that I meet the eligibility requirements indicated below (check one only):**

- ☐ I am a student who is enrolled in a course of study leading to a degree or certificate from RIT.
☐ I am an entering student who has been accepted to RIT and has responded by stating my intent to enroll.
☐ I am a faculty or staff member who directly furthers RIT's academic mission. I am not a temporary employee, employed as a contractor, or acting as a consultant on behalf of the university.
☐ I am an RIT Alumn.

By signing below, I certify that: 1) The Apple products I am purchasing through RIT's Agreement with Apple, Inc. are for my own personal, educational and/or research use; and, 2) I am not purchasing the Apple products for the purpose of further resale.

Individual's Signature _____

Date _____

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Instructions

1. **When to use this form** – Complete the form for purchases over \$1,500.00 or Computer and iPad products purchased at the RIT Campus Store to be processed via an RIT interdepartmental chargeback. All other products and computer accessories should be purchased with an RIT Procurement Card.
2. **University I.D.** – The individual purchasing or picking up the equipment (for purchases made by RIT department) will be required to present a valid university ID.
3. **RIT Authorized Approver** – Obtain the approval of the department head prior to making purchases at the RIT Campus Store.
4. **RIT general ledger object codes:**

Object Code	Description	Use for
90100	Campus Store Equipment <\$5,000	Equipment and ancillary items <\$5,000 including equipment warranties and maintenance agreements
90101	Campus Store Equipment ≥\$5,000	Apple equipment ≥ \$5,000

5. **Interdepartmental charges** – Transactions will be charged to the general ledger account(s) indicated on the form via journal entry during the month the purchase is made.
6. **Apple verification of eligibility** – The certification must be completed for all Apple product purchases even when a payment method other than an interdepartmental chargeback is selected.
7. **Record Retention**
 - a. For interdepartmental purchases, keep a copy of this form, along with the cash register receipt, for your records.
 - b. The RIT Campus Store will maintain a copy of the completed form in the store to verify the eligibility of the purchaser (e.g., RIT student, faculty or staff). A copy of the sales receipt will be attached to the form.
8. **Special order/configuration computers cannot be returned.**