RIT Digital Den Sales and Chargeback Form
with Apple Eligibility Verification
Monroe Hall, 48 Lomb Memorial Dr., Rochester, NY 14623
Phone: 585-475-2505

Name ____________________________________________ RIT Department ______________________

Phone ___________________________________ Alternate Phone __________ Email ____________

Address (for personal purchases) ____________________________________________________________

NAME OF AUTHORIZED APPROVER (PRINTED) ___________________________ Signature ____________

NAME OF RECIPIENT (PRINTED) __________________________________________ Signature __________

Items Purchased

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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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Receipt#

Transaction Type
☐ Dept. Chgbk
☐ Web Sales Order
☐ Repair Sales Order
☐ Dept. PO Sale
☐ Prepaid Sale
☐ VR
☐ Special Order PO#

PO#____________ OrderDate______
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Instructions

1. **When to use this form** – Complete the form for products purchased at the RIT Digital Den to be processed via an RIT interdepartmental chargeback.

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 purchase(s) at the RIT Digital Den.

4. **RIT general ledger object codes:**

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>90100</td>
<td>Digital Den Equipment &lt;$5,000</td>
<td>Equipment and ancillary items &lt;$5,000 including software, equipment warranties and maintenance agreements</td>
</tr>
<tr>
<td>90101</td>
<td>Digital Den Equipment &gt;$5,000</td>
<td>Apple equipment &gt; $5,000</td>
</tr>
</tbody>
</table>

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 Digital Den 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.
   c. When capital equipment is purchased by an RIT department (equipment ≥ $1,500), Digital Den staff will send a copy of the completed form to Property Accounting. Property Accounting will record the equipment in Oracle Assets.