

Receipt#

Transaction Type

Dept. Chgbk

Web Sales Order

Repair Sales Order

Dept. PO Sale

Prepaid Sale

VR

Special Order PO#

PO# _____

OrderDate _____

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

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 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 purchases at the RIT Digital Den.
4. **RIT general ledger object codes:**

Object Code	Description	Use for
90100	Digital Den Equipment <\$5,000	Equipment and ancillary items <\$5,000 including software, equipment warranties and maintenance agreements
90101	Digital Den 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 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.