TO: Williams Faculty and Staff

FROM: Susan Hogan and Seth Rogers

RE: Mad Macs and the purchase of Apple products for business use

DATE: May 2, 2014

As you may know, we now have an authorized Apple dealer/repair shop right on Spring Street! Because Williams is an educational institution, we enjoy certain discounts and tax advantages when purchasing equipment through OIT. At the same time, Apple, Inc., prohibits Mad Macs from selling Apple-branded items directly to the college.

The college and Mad Macs have therefore put together these guidelines for purchasing/repair of Apple equipment with college funds:

* Purchases of Apple computers (whether laptop or desktop) and iPads using college funds should continue to be made through OIT. This will ensure that the college receives Apple’s educational discount and does not pay tax on such purchases. Apple prohibits Mad Macs from accepting college purchasing cards for computers and iPads.
* All peripheral items (accessories) may be purchased at Mad Macs with college pcards.
* All college-owned equipment in need of repair (including items purchased with research funds) should be delivered to OIT for assessment.
* Mad Macs can sell, and/or repair, Apple computers to anyone for personal use and will offer discounts to educators and students whenever possible.

Mad Macs is delighted to be in town and serving Williams employees. We’re eager to support this new local business while making sure we’re properly stewarding college resources. If you have any questions about purchasing Apple products for college business use, please contact Seth Rogers at srogers@williams.edu.