

Dell Computer Orders

Dell computers are on the state contract.

Procedures to order a Dell computer:

- Contact IT (Tom Shannon) with the requirement for the computer. Tom will give you quote # and an amount.
- Create a requisition for the quote amount and make sure that the quote # is on the requisition.
- The requisition will go through the approval process.
- Purchasing will turn the requisition into a Purchase Order and assign a Purchase Order number.
- Purchasing will then order the computer from the Dell website with the quote#.
- Physical Plant will receive the computer and deliver to IT.
- IT will set up the computer, assign an inventory number, and deliver to the correct department.
- The department who receives the computer is responsible to ensure that the computer is assigned an inventory tag and that the computer is added to their inventory list in Purchasing.