

# Ordering Computers and Printers

Follow the steps below to order your computers and printers in the most efficient way.

## Computers

Follow these steps to order a **standard, in-stock** PC or laptop:

1. Complete the [Computer/Equipment Request Form](#). Start by clicking “New Request.”
2. Choose either the **Laptop 15”** or the **Desktop Small Form Factor** (*see specifications on pg. 2*)
3. In the “If Required Please List Any Non-Standard...” field enter, “Invoice via Interdepartmental Invoice. Need as quickly as possible.”
4. Click Save and Route.
5. Request will be sent to DIS for review and approval. DIS will generate IDI.
6. If a grant activity is being used, request will be sent to Suzy Campbell for verification of fund expenditure.
7. Once approved, IDI will be released for payment to ordering department. *The IDI must be signed by the proper signature authority.*
8. Computer will be delivered and setup by DIS within two weeks.

*Other standard PCs and laptops may be ordered by following these steps, however, they are not kept in-stock and will take 4-8 weeks to be delivered.*

Follow these steps to order a **non-standard PC**, laptop or Apple product:

1. Email [Russ Donald](#) with requested specifications and scope of how machine will be used.
2. Once finalized with Russ, complete the [Computer/Equipment Request Form](#). Start by clicking “New Request.”
3. Complete the form as required. Enter specifications exactly as finalized with Russ in the “If Required Please List Any Non-Standard...” field.
4. Click Save and Route.
5. Request will be sent to DIS for review and approval. DIS will send quote to ordering department for approval.
6. Once approved, ordering department to prepare paper purchase requisition and send to DIS per instructions.
7. Computer will be delivered and setup by DIS within 4-8 weeks. (*Dependent on level of customization*)

## Printers

Follow these steps to order a **desktop printer**:

1. Email [Doug Walsh](#) to receive list of printers available via the Express Products List (EPL). (*See recommended printers on pg. 2*)
2. Prepare paper requisition with the following line items:
  1. Printer Specifications. Be sure to include the EPL number.
  2. If ordering maintenance, enter maintenance agreement with EPL number. *For fastest processing, do not order maintenance or purchase a 1-year maintenance agreement. **Maintenance is not required.***
  3. If ordering maintenance, enter “End of Year Overages” and amount requested (*Suggested Amount: \$500*)
3. Submit to Accounting for processing. If a grant activity is being used, the requisition will be sent to Suzy Campbell for verification of fund expenditure.
4. Once approved, printer will be delivered and setup by DIS within 6-12 weeks.

Have additional questions? Contact Russ Donald at 601-984-6398.



# Standard Configurations

## **PC**

Dell OptiPlex 9020

Processor: Generation Four Core I-5

RAM: 8GB

Hard Drive: 500GB

## **Laptop**

Dell Latitude E 5000 Series

14" or 15" models available (15" has a 10 keypad and larger screen)

Processor: Generation Four Core I-5

RAM: 8GB

Hard Drive: 500GB

Do not come standard with an optical drive (DVD) but an external drive can be added

Upgrades to RAM, Hard Drive or Processor capacity are available but cannot be purchased as "in-stock"

## **Printers**

EPL#: Cz181a | HP Black-and-white multi-function desktop printer | \$240.09

EPL#: Cz165a | HP Color multi-function desktop printer | \$410.08