Computer and Accessories Purchasing Guide

***\*\*PLEASE NOTE\*\**** *All purchases should run through their respective department. If an individual faculty purchases a computer with their own credit card, they run the risk of not getting reimbursed. Reimbursement source does not matter, even Corporation and UCP funds follow the guidelines below.*

**To Purchase Computers:**

**CSUBuy**

* Dell & CDW-G have recommended models and specs for direct purchase.
	+ CDW-G is for Apple (including iPads) and Microsoft products
* If you have a special need not covered by the recommended models and specs:
	+ Submit a support ticket with your request and ITS will arrange a consultation
	+ If you purchase a computer that ITS cannot support, you will not be able to connect the computer to the campus network
* If you need a quote because the purchase exceeds the ProCard limit:
	+ Submit a support ticket with your request and ITS will provide a quote
	+ A purchase requisition will need to be completed by the department and the quote must be attached to the requisition

[Recommended Models Page](https://calpoly.atlassian.net/wiki/spaces/CPKB/pages/6127617/Recommended%2BComputer%2BModels)

[CSUBuy Order Instructions](https://calpoly.atlassian.net/wiki/spaces/CPKB/pages/22282241/Order%2BRecommended%2BComputers%2Band%2BPeripherals)

**Cal Poly Bookstore**

* It is not recommended to purchase from the Bookstore
	+ As a last resort, you can buy Apple devices from the Bookstore, however,
		- They will lack the campus enterprise warranty
		- The department takes responsibility for arranging repair with Apple directly
	+ ITS can support Apple machines from the Bookstore but not Dell
		- Dell computers can only connect to the wi-fi and won’t have access to things like campus software deployments provided by ITS

**To Purchase Accessories (monitors, mouse, keyboard, etc.):**

* Submit a support ticket to determine if CENG has accessories on hand or if they need to be purchased.
* Accessories for Dell, Apple and Microsoft devices can be purchased through CSUBuy on Amazon, Dell, or CDW-G. Recommended items are already on those web stores.
* If you have a special need not covered by the recommended items
	+ Submit a support ticket with your request and ITS will provide links to recommended items

*When in doubt, submit a support ticket and ITS will provide a consultation on what to purchase.*

**When Computer Arrives:**

* Email property-accounting@calpoly.edu when the computer is received and they will either come tag the property or they will send a tag through campus mail
	+ Property will request a copy of the invoice in order to issue tag.
* Submit a support ticket once computer arrives for set-up
	+ If you are ordering computers for multiple people, you must create a support ticket for each individual person.
	+ Computer orders for multiple machines for Labs can have one support ticket for set up.