



UCSS PC Depot Ordering Procedure

University Computing Support Services now offers quick delivery of standard UL desktop and laptop computers. Requisitions for standard computers will be routed to UCSS after receiving proper administrative approval and machines will be configured and delivered from existing inventory. Please follow the steps below to place an order for standard computers.

1. Draft a standard university requisition indicating the number of computers being requested. Each line item should indicate the machine type (desktop or laptop) and quantity.

The current offerings are listed at

<http://www.ucslouisiana.edu/pcdepot>

2. The vendor should be listed as

PC Depot
UCSS
Campus

3. Submit the requisition as usual. Once all administrative approvals have been received, the requisition will be forwarded to UCSS for fulfillment.

Sample Requisition (*Please check web site referenced above for current pricing!!*):

| ITEM NO. | QUANTITY & UNIT | DESCRIPTION AND COMPLETE SPECIFICATIONS | UNIT PRICE | AMOUNT |
|----------|-----------------|--|--------------|-------------------|
| 1 | 1 | Standard Desktop Computer with Windows 7 and Office 2010 | \$1,140.00 | \$1,140.00 |
| 2 | 2 | Standard Laptop Computer with Windows 7 and Office 2010 | \$1,420.00 | \$2,840.00 |
| | | | TOTAL | \$3,980.00 |

| NAMES AND ADDRESSES OF VENDORS INCLUDING ZIP CODES | | |
|--|--|--|
| 1. PC Depot UCSS Campus | | |