ASU Technology Purchases

Software Purchases

• Contact Justin Walker in ITS at 972-3033. The initiator will submit an online requisition to the vendor and follow VPAT rules and procedures.

Audio/Visual Equipment, Cisco Desktop Phone, and Digital Signage, TV Purchases

• Contact David Engelken in ITS at 972-3033.

Cell Phone

• Contact Loretta Fulton in ITS at 972-3033.

Dell Purchases

• The initiator must request a Dell equote from Shane Johnston, Assistant Director for Hardware Services.

• The initiator will use the quote to initiate an online requisition in Banner. **The Vendor ID for Dell is 50005425**.

• The initiator should enter the following in

Document Text:
- **State contract SP-16-0019**
- **Contract No 4600035727**
- **Equote number**

• Use the following commodity codes:

20701 - Computer Related Supplies

20401 - Non-Capital Computer Equipment (<$5,000)

20402 - Capital Computer Equipment (>=$5,000)

• Override the default commodity code description with the item description from the quote. Use "U" in the tax group.

o   Use a space or dash (-) to separate text or numbers.

o   Do NOT use symbols such as @, #, %, &, /, _.

• For questions regarding the quote, contact the ITS Helpdesk at 972-3033.

The department is not responsible for a VPAT on Dell purchases since it is a State Contract!

Apple/IT Store Purchases

• P-Cards may be used for purchases EXCEPT for computers, laptops, and tablets. <u>Departments who do not have a P-Card must initiate a requisition.</u> The IT Store is located in the Wilson Building and is open Monday-Friday from 8:00 a.m. to 5:00 p.m.

• To order Apple products or any other products from the IT Store, the department initiator may request a quote by submitting an email to Heather Boothman, the IT Store Manager. The IT Store's phone number is 972-3500.

Departmental Procedures for Ordering from the IT Store:

1. Request a quote from IT Store.
2. Enter an online requisition in Banner.
3. Use Vendor ID 50405609.
4. Enter Order No. from the IT Store quote in the Document Text. Description information should be placed in Item Text.
5. Use the commodity codes that are tied to the following account codes:
   * 20404 o 711307-Non Capital-iPads, Tablets and Cell Phones
6. Override the default commodity code description with the description from the quote.
   a. Use a space or dash (-) to separate text or numbers.
   b. Do NOT use symbols such as @, #, %, &, /, _.
7. Enter the Quantity and Amount from the IT Store Quote.
8. The default Tax Code **'U'** should not be overridden.
9. Complete the requisition with the appropriate FOAP(s).
10. Procurement Services will process the requisition and complete a purchase order. The department initiator and the IT Store Manager will receive a copy of the PO by email.
11. Once the items have been delivered or picked up, the initiator will need to review the invoice from the IT Store and receive the items in Banner. When the order is incorrect, the initiator will need to contact Heather Boothman at 972-3500.
12. Accounts Payable will process the invoice and payment (paper check) in Banner. The check will be deposited at the cashier's window into the IT Store FOAP. The receipt will be attached to the invoice, and will be imaged in the document imaging system.