Microcomputer Purchases from Dell

I. Dell computers are available for purchase on state contract.

II. University Information and Media Technology (UITS) hosts a link to a Dell Premier web site tailored for UW-Milwaukee on-line quotations and ordering.

III. A suggested process has been established for the ordering of microcomputers from Dell.
   A. This process is not mandatory for the campus.
   B. This process will be mandatory for those Schools, Colleges and Divisions that have mandated the process for their organizations.
   C. The process has been recommended by Information and Media Technologies and the campus committee charged with its development.
   D. Your Unit Business Representative can tell you if your School, College or Division has adopted this process.

IV. The suggested campus process for ordering from Dell follows:
   A. Start the process at the Department Purchases web site. It is recommended that one start the process at that site as it contains links to other helpful information such as UWM Computer Purchasing Guidelines; School, College and Division Computer Purchasing Consultants and the Dell Premier Web site that has been customized for the campus.
   B. Complete the Dell E-Quote process at the UW Milwaukee Dell Premier Web Site. Ensure that you are on the UW Milwaukee Dell Premier web site before proceeding. This site has been customized for use by UWM staff.
   C. Send a copy of the E-Quote to your Computer Purchasing Consultant if your School, College or Division has adopted this process for ordering microcomputers and accessories from Dell.
      1. The Hardware Purchasing Consultants or other individual designated by the Unit Business Representatives have been issued purchasing cards with relaxed dollar limits to enable them to place orders for Dell purchases for their organizations.
      2. These purchasing cards are limited to use by individuals designated by the Unit Business Representative and approved by the Deputy CIO and Purchasing Agent that administers the Dell relationship for the campus.
      3. The purchasing card Application Supplement (available on the Purchasing Forms page) for this type of card must be submitted with the purchasing card application.

V. If your School, College or Division is not adopting the above process, you have the following options for purchasing the Dell products:
   A. Order the product yourself within your Low Dollar Order authority.
   B. Save and print the Dell E-Quote, attach the quote to a requisition, obtain approvals appropriate to your School, College or Division and submit the requisition to Pre-Audit in Accounting Services.
C. Purchasing will order the products from Dell on-line at the Dell Premier web site by providing your requisition number as the purchase order number.
D. You will receive notification by email from Purchasing that products specified on your E-Quote have been ordered.

Contact Purchasing at telephone number 4077 with questions regarding Microcomputer Purchases from Dell.