Computer Purchase Guide

Prepared by Fiscal Learning & Engagement

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Introduction

This guide applies to the procurement of laptop and desktop endpoint devices, for official business use by faculty and staff that have been approved for purchase at Mason. Tablets (like iPads), monitors, and other computer peripherals (like speakers, mice, etc.) are not governed by this guide. These standard endpoint devices have been selected and tested by Mason's Information Technology Services (ITS) to meet the majority of computing requirements on Mason's network infrastructure. These devices come with a preinstalled Mason image, containing the basic supported software most users require; or will accept Mason's standard image. Additional information, benefits and details are available on the Approved Endpoint Devices page of the ITS Service Catalog.

Requests to purchase devices outside of the standard offerings must be reviewed and approved by ITS. An exception request may be submitted online https://its.gmu.edu/knowledge-base/its-approved-computer-hardware-standards-for-faculty-and-staff/ and then click on *Desktop Consult.* Any purchase of a non-standard device, without ITS approval, will have limited access to Mason network resources and support and may be required to be returned.

> *NOTE: All equipment valued at $5,000.00 or more and all ETF equipment (purchased with Equipment Trust Funds) must be identified with a barcode label attached to the item and entered into Mason's inventory records. Each department/office has an obligation to ensure that equipment it receives is properly barcoded. Additional information concerning asset tagging requirements is available at this link: https://fiscal.gmu.edu/equipment/acquire-a-new-equipment/barcoding-monitoring-equipment/. At the department's request, items under $5,000 may be tagged. Please contact your Equipment Liaison for assistance with equipment tagging.* **Units are reminded that ALL equipment should be collected during the employee exit process.**

Approved Vendors

Units may choose from four vendors: Dell, Apple, CDWG, and Patriot Tech. The on-campus option is Patriot Tech (operated by Barnes & Noble College) located in the Johnson Center. Over-the-counter purchases made on-site at Patriot Tech and paid with a Mason P-Card are exempt from eVA entry. **NOTE: Purchasing from an unauthorized vendor such as Amazon, Micro Center, and others are not approved for Mason endpoint devices.** A P-Card may be used for non-ETF Purchases under $5,000 through eVA or in-person. Purchases of more than $5,000 must be submitted through eVA. Resources and instructions for using a P-Card and/or eVA are available on the Manuals and Training Material webpage.

Dell

Dell (SUP000500) is an approved registered vendor and offers a Punch out Catalog in eVA. The Punch Out Catalog lists the approved standard devices available for purchase. Orders to Dell may be processed in eVA as a Punch out Catalog order paid with a P-Card.

To get to the Dell Standard Configurations page in eVa, please follow the below steps:
- Log into eVa
- Under **SHOP** – Click "Search Products"
- In the "Filter By Commodity" box enter in "Dell Marketing LP" hit search
- Click the Cart symbol under ORDER that is listed as "Dell- Colleges & Universities, Community Colleges & Other Educational Agencies Punchout"
- This will take you the George Mason University Standard Configurations Page

- Choose your items by Selecting "Add to Cart"
- To Check out – Click on the Cart upper right-hand corner
- You can either create a "Equote" or "Create Order Requisition"
- If you create a "Create Order Requisition" Select "Continue Securely"
- Hit Submit "Order Requisition"
- This process will bring you back into eVA as a punch out purchase.
- Continue as normal.

CDWG (Apple & Microsoft Surface)

CDWG (SUP053697) is an approved registered vendor. Orders to CDWG must be processed as a Requisition and may be paid with a P-Card. Approved standard devices available from CDWG can be found at: https://www.cdwg.com/mason. CDWG accepts electronic orders through eVA. Once approved, orders will be sent automatically to the vendor by eVA. For information, please visit the eVA Procurement Manual.

Orders must include the following information in eVA:
- A quote must be attached as a "supplier document" and reference the Contract # (listed below).
- Contract # for CDWG (see below) must be entered in the "External Contract Field" of the Requisition.
- Apple part number, description and quantity/pricing entered must match the quote.

> **CDWG Contract: (UVA-AGR-IT-00425-CDWG)**
> **Mike Millea**
> **Account Manager – Higher Education|CDW-G**
> 2 Corporate Drive, Suite 800|Shelton, CT 06484
> Direct Phone: (203)-851-7168
> Toll-free: (866)-776-7361
> Fax: (732)-380-6087
> https://www.cdw.com/
> Email: mikemil@cdwg.com

Patriot Tech (Dell and Apple)

Patriot Tech (SUP073659, Barnes & Noble Booksellers, Inc. | DBA: #366 George Mason University Bookstore) is an approved registered vendor but does not offer a Punch Out Catalog in eVA. Orders to Patriot Tech may be processed in eVA as a Requisition and paid with a P-Card. A valid quote under Contract #GMU-1115-14 must be obtained from Patriot Tech and attached to the eVA order. Individuals may provide a printed, approved eVA purchase order (PO) to Patriot Tech and pick up in stock items on-site. For more information on submitting an eVA order, please review the eVA Procurement Manual.

Orders must include the following information in eVA:
- A quote must be attached as a "supplier document" and reference the Contract # (listed below).
- Contract # for Patriot Tech (see below) must be entered in the "External Contract Field" of the Requisition.
- Patriot Tech will accept the Mason P-Card on-site in the Johnson Center and is a supplier of Dell (Precision, OptiPlex & Latitude) and Apple desktops/laptops. Over-the-counter purchases made on-site at Patriot Tech and paid with a Mason P-Card are exempt from eVA entry (no confirming order is required).
  Patriot Tech Contract: GMU-1115-14
  Phone: 703-993-4100
  Email: ptech@gmu.edu

APPLE

Apple (SUP052039) is a registered vendor but does not offer a PunchOut Catalog in eVA. Orders to Apple, must be processed as a Non-catalog order with a P-Card or a Non-P-Card order. A valid quote under Contract #VA-150605-APPL must be obtained and attached to the eVA order. Apple accepts electronic orders through eVA. Once approved, orders will be sent automatically to Apple by eVA. For more information on submitting an eVA order, please review the eVA Procurement Manual.

Apple orders must include the following information in eVA:
- Apple quote must be attached as a "supplier document" and reference the Contract # (listed below).
- Contract #VA-150605-APPL must be entered in the "External Contract Field" of the Requisition.
- Apple part number, description and quantity/pricing entered must match the Apple quote.

> **Apple Contract: VA-150605-APPL**
> Mike Garcia – Inside Account Executive
> Apple Education
> Apple Inc.
> Phone: 512-674-6893
> Email: mgarcia@apple.com
> www.apple.com/education

Equipment Trust Fund (ETF) Purchases

All equipment purchased with ETF funds, at all dollar levels, must be purchased through eVA, Virginia's electronic procurement system. Information Technology Services (ITS) is responsible for tagging bulk Obsolescence or New Faculty/Staff orders placed through eVA on a unit's behalf. Individual units are responsible for barcoding all non-bulk orders and may request an asset barcode by completing the Request for Tagging Form. If equipment was previously barcoded but has changed locations the department should complete the New Equipment Location Form. Both forms may be emailed to assets@gmu.edu. **Units should submit the form(s) within 3 days of receiving the item**. Units may only purchase ETF equipment through eVA and may not purchase with a P-Card.

For information regarding device configurations please contact ITS at support@gmu.edu. ***For assistance with computer purchases please contact*** *purch1@gmu.edu* ***or ext. 3-2580.***