Desktop/Laptop Purchases At-a-Glance

Non-ETF	How to Purchase?		Asset Tagging?
Dollar Value	**eVA Order**	**P-Card**	
Less than $5,000	**Punchout Catalog**: Dell **Non-Catalog Order**: Patriot Tech, Apple, CDWG, SHI *Payment may be made with P-Card in eVA or submit purchase order - vendor will send invoice to Accounts Payable*	Over-the-counter purchases at Patriot Tech may be made with a P-Card **OR** Individuals may provide a printed eVA Purchase Order (EP) to pick up in stock items	N/A **Request to tag at department discretion*
5,000 or more	**Punchout Catalog**: Dell **Non-Catalog Order**: Patriot Tech, Apple, CDWG, SHI *Submit purchase order - vendor will send invoice to Accounts Payable*	NO	YES Responsibility of Individual Department/Unit
ETF	**How to Purchase?**		**Asset Tagging?**
Order Type (All Dollar Values)	**eVA Order**	**P-Card**	
Bulk	No change to current process	N/A	No change to current process
Individual	All orders must be placed through eVA *Submit purchase order - vendor will send invoice to Accounts Payable*	NO	Responsibility of Individual Department/Unit

Please refer to the Computer Purchase Guide for additional guidance and step-by-step procedures for ordering desktops and laptops.