Departmental Purchases at Patriot Tech

GENERAL MANAGER: JACK SMITH
EMAIL: PTECH@GMU.EDU
STORE MANAGER: SHELLIE LOPEZ
PHONE: 703-993-4100
How to Order at Patriot Tech

- Email requests to ptech@gmu.edu
- Patriot Tech will provide a quote for items requested
- We can order any technology that is needed for your department
- Most base model Apple products are in stock
- We are ordering ITS recommended Dell Latitudes to have in stock
- We also carry cables, adapters, docking stations, monitors, and more!
How to Make a Purchase

- After receiving a quote from us:
  - Submit an eVA order if you wish, or if your total is more than $5,000
  - Once the product arrives at Patriot Tech we will post everything out and deliver it to your office, or you can pick it up in person

- If your total is under $5,000, you can pay in person with your p-card when the merchandise arrives

- A p-card purchase is considered “over the counter” and a confirming eVA PO is not required
How to Submit an eVA Order

- Select the George Mason University Bookstore account
- Attach the quote provided by us
- Once the order has been approved, Patriot Tech will receive a confirmation email
- When the email has been received, we will order the product
- We will notify you when it comes in, and arrange for pick-up or delivery
The end of the fiscal year is quickly approaching – please place any orders with us as soon as possible.

Goods must be delivered to you by June 8 to meet FY deadlines.

Custom Apple devices generally take 1-3 weeks to arrive, but are currently taking 3-6 weeks because of COVID-19.

Dell devices generally take 4-6 weeks to arrive, but are currently taking 6-8 weeks because of COVID-19.
EXCITING NEWS!

- Faculty & Staff Appreciation Day - date TBD

- Payroll Deduction is available for full-time Faculty & Staff any day of the year for personal purchases over $500
QUESTIONS