This guide details the ordering procedures for Dell and Apple laptops and desktops for official business use by Mason faculty and staff. Departments may choose between several approved vendors, with corresponding procedures, to procure laptops and desktops. 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. Further instruction on purchasing vendors and procedures are detailed below.

**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/](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.**

### 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.** Purchasing instructions for each vendor are listed below. **Units may only purchase ETF equipment through eVA and may not purchase with a P-Card.**

### Laptops and Desktops (non-ETF)

**Dell** (eVA #C24916) is a registered vendor and offers a PunchOut Catalog in eVA. Orders to Dell may be processed in eVA as a **PunchOut Catalog order with a P-Card** or **Non-P-Card order**. Departments may choose to order directly from Dell by requesting a quote/configuration (a valid e-quote under contract #UVA845196 must be obtained from Dell if you do not choose to use the PunchOut Catalog). Dell does not recognize screenshots of their website as a quote. Once the quote is obtained, the unit would complete a Non-catalog order (link) in eVA.

**Dell Contract: UVA845196**
- Grant T. Corcoran – Dell Inside Sales Manager
- Phone: 512-513-9212
- Email: Grant_Corcoran@dell.com

**Patriot Tech** (eVA #VS0000038907, Barnes & Noble Booksellers, Inc.) is a registered vendor but does not offer a PunchOut Catalog in eVA. Orders to Patriot Tech may be processed in eVA as a **Non-catalog order with a P-Card** or a **Non-P-Card order**. Patriot Tech will accept the Mason P-Card on-site in the Johnson Center and is a supplier of Dell (Optiplex and Latitude) and Apple desktops/laptops. **Apple purchases at Patriot Tech are limited to $10,000.** Over-the-counter purchases made on-site at Patriot Tech and paid with a Mason P-Card are exempt from eVA entry. Individuals may provide a printed eVA purchase order (EP) to Patriot Tech and pick up in stock items on-site.

**Patriot Tech Contact:**
- Phone: 703-993-4100
- Email: ptech@gmu.edu
Computer Purchase Guide

Apple (eVA #E20862) 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.

Apple orders must include the following information in eVA:

- Apple quote must be attached and reference the Contract #. Attachments should be marked “Visible to Supplier.”
- Contract #VA-150605-APPL must be entered in the “Contract Field” of the Non-catalog order.
- Apple part number, description and quantity/pricing entered must match the Apple quote.

**Apple Contract:** VA-150605-APPL
Christi Tucker-Martin – Sales Representative
Phone: 512-674-6551
Email: christi@apple.com

CDWG (eVA #E351) or SHI (eVA #E5842) are registered vendors but do not offer a PunchOut Catalog in eVA. Orders to CDWG or SHI must be processed as a Non-catalog order with a P-Card or a Non-P-Card order. CDWG and SHI accepts electronic orders through eVA. Once approved, orders will be sent automatically to the vendor by eVA.

Orders must include the following information in eVA:

- A quote must be attached and reference the Contract # (listed below). Attachments should be marked “Visible to Supplier.”
- Contract # for CDWG or SHI (see below) must be entered in the “Contract Field” of the Non-catalog order.
- Apple part number, description and quantity/pricing entered must match the quote.

**CDWG Contract:** UVA1559475
Eddie Voiculescu – Sr. Account Manager
Phone: 877-259-4215
Email: eddiev@cdw.com

**SHI Contract:** UVA1831363
Sales Rep. – Virginia Sales Team
Phone: 732-652-0810
Email: virginia@shi.com

Orders Under $5,000
1. Non-ETF orders may be placed using the P-Card at the Patriot Computer Store (in-store/over the counter) up to your individual Single Transaction Limit (typically $2,000). Over-the-counter orders paid with a Mason P-Card are exempt from eVA entry.
2. **ETF orders must be placed through eVA.** Non-ETF orders may also be placed through eVA using one of the vendors listed above. Instructions on how to process an order through eVA are available here: https://fiscal.gmu.edu/purchasing/purchase-goods-or-services/make-a-purchase-of-less-than-2000/.

Orders Over $5,000
1. Must be purchased through eVA using vendors PunchOut Catalog, if available, or by requesting a quote from the vendor and processing a Non-catalog order in eVA. **The P-Card may not be used for purchases over $5,000.** Once an order is submitted, a buyer in the Purchasing Office will complete the order and send it to the vendor.

For assistance with computer purchases please contact purch1@gmu.edu or ext. 2-2580. Additional resources are available online at https://fiscal.gmu.edu/training/obtain-training-materials/.

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