## Desktop/Laptop Purchases At-a-Glance

### Non-ETF Asset Tagging?

<table>
<thead>
<tr>
<th>Dollar Value</th>
<th>How to Purchase</th>
<th>Asset Tagging?</th>
</tr>
</thead>
</table>
| Under $2,000       | **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* |
| $2,000 - $4,999    | **Punchout Catalog**: Dell  
**Non-Catalog Order**: Patriot Tech, Apple, CDWG, SHI  
Submit purchase order - vendor will send invoice to Accounts Payable | NO *Request to tag at department discretion* |
| Over $5,000        | **Punchout Catalog**: Dell  
**Non-Catalog Order**: Patriot Tech, Apple, CDWG, SHI  
Submit purchase order - vendor will send invoice to Accounts Payable | YES  
Responsibility of Individual Department/Unit |

### ETF Asset Tagging?

<table>
<thead>
<tr>
<th>Order Type (All Dollar Values)</th>
<th>How to Purchase</th>
<th>Asset Tagging?</th>
</tr>
</thead>
</table>
| 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 |