

Ordering Dell Computers 01/2012

1. WWW.SCOE.ORG/Helpdesk has some suggested models/configurations with prices.
2. Email helpdesk@scoe.org, and request a Web Quote.
3. Make your Purchase Order to:

Vendor:
 SCOE Vendor # 079054-04
 Dell Computer Corp.
Attn: Elena Gomez
 One Dell Way
 Round Rock, TX 78682

Ship To:

Your Department Name
 5340 Skylane Blvd.
 Santa Rosa, CA 95403

Asset Information	
Create Asset	Yes
Asset Created	No
Asset Group	F&E {Furniture and Equipment}
Asset Category	EQUIP/OFFICE

FIXED ASSET: _____

MAKE SURE TO CREAT THE FIXED ASSET IN ESCAPE.

**** NOTE **** Include the number of your E-Quote on the PO. If your order is for a laptop or includes a monitor, please add a line item to your Purchase Order called e-Waste Disposal Fee for each. This fee is now required by the state of California for all new monitor purchases. It may not be listed in your quote. Viewable Screen size, measured diagonally:

	FEE
Greater than 4 inches, but less than 15	\$6
Greater than or equal to 15 inches but less than 35	\$8
Greater than or equal to 35 inches	\$10

TAX: Figure tax on the hardware only. There is no tax on the extended warranty or the eWaste fee.

4. Complete a Technology Acquisition Request available in Business Services. Attach it to your Requisition along with a copy of the proposal. Bring it to Information Technology for approval.
5. IT will fax your Purchase Order and quote to Dell.
6. When your computer arrives, set up will take at least 3 days and IT will contact you for an installation date.
7. When the invoice arrives, it will probably come to Information Technology. IT will forward it to you. A Fixed Asset Tag will be affixed to your hardware upon delivery to end user.