

Apple Computer Purchases
1/2017

1. Determine what system you would like to purchase. WWW.SCOE.ORG/Helpdesk has some suggested models/configurations with prices.
2. Email helpdesk@scoe.org and request a **Web Proposal**. Include information on what system you would like to purchase.
3. In Escape: **Go to Finance – Requisitions – Vendor Requisitions**

Must Use **Vendor ID 000142 Apple, Inc:**
Apple, Inc
Education Sales Support, MS 198-3ED
12545 Rialta Vista Circle
Austin, TX 78727

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

Requisition Tab:

- 1 – Requisition Information:
Goods and Services Category: TECHNOLOGY
- 2 – Vendor Information:
Order Type: PO with Receiving

Items Tabs:

3- Asset Information	
Create Asset	Yes
Asset Created	Yes
Asset Group	F&E (Furniture and Equipment)
Asset Category	TECHNOLOGY

**** NOTE **** Include the number of your Web Proposal on the Requisition.

E-WASTE DISPOSAL FEE: If your order is for a laptop or includes a monitor, please add a line item to your Requisition called e-Waste Disposal Fee for each monitor. This fee is now required by the state of California for all new monitor purchases and is based on screen size. It may not be listed in your quote. Viewable Screen size, measured diagonally:

	<u>FEE</u>
Greater than 4 inches, but less than 15	\$3
Greater than or equal to 15 inches but less than 35	\$4
Greater than or equal to 35 inches	\$5

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

4. Attach the Web Proposal to the Vendor Requisition in the Attachments Tab. When the PO is approved, IT Technician Specialist will be notified automatically. IT will complete your order online. You will receive a confirmation.
5. When your computer arrives, set up will take at least 3 days and IT will contact you for an installation date. A Fixed Asset tag will be affixed to your hardware upon delivery.
6. Once you confirm that the computer has been installed, you will need to go into ESCAPE and complete the room location for the asset.
7. When the invoice arrives, process it for payment as normal.