

INFORMATION TECHNOLOGY SERVICES COMPUTER, PERIPHERAL, SOFTWARE, AND PRINTER – PURCHASING

Hardware Purchasing Process

Virtual ITS Store for Purchasing Computers, Peripherals, Accessories, and Cables

When faculty or staff need new computer equipment (e.g., laptops, monitors, docking stations), they can now shop online through the DELL and CDWG virtual stores.

Accessing the Virtual Stores:

Only staff with a Procurement Card (Not a Travel Card) authorized to purchase from these online virtual stores will have access.

The virtual stores are available on TECHweb under My Requests > Purchase Computer Equipment. Choose your virtual store: DELL or CDWG.

Use your Oregon Tech credentials to log in via Single Sign-On (SSO) for both DELL and CDWG.

If you are unable to log in, submit an ITS support ticket to request access.

Available Items: The stores include only ITS approved items, such as standard laptop configurations, monitors, and docking stations.

While ITS does not recommend the purchase of Apple devices, ITS will support the initial setup, assist with connecting peripherals and Wi-Fi, and track them in inventory.

Custom Requests: If you need an item not listed, please submit a **Custom Quote Request** ticket.

How to Purchase:

1. Add items to your cart.
2. Choose a shipping location (available options are Klamath Falls, Portland-Metro, Chemeketa, or OMIC campuses).
3. Check out and pay with a Procurement Card.

Note: All orders will automatically generate an ITS ticket for inventory tracking, configuration, and deployment. All items will still be delivered directly to ITS.

Exempted Items: Keyboards and Mice can be purchased from Amazon or Office Depot with a Procurement Card for options different from those provided in the virtual stores.

Purchaser Responsibilities

Verify your Procurement Card has the appropriate purchasing limits.

Obtain budget authority approval prior to purchase.

Keep all receipts/documentation for Procurement Card backup, coding, and upload to Etrieve.

Printers:

Requesting a Printer: If you need any type of printer, including 3D or laser printers, please submit an ITS **Custom Quote Request** ticket. Campus-wide, leased printer/copier units are the primary devices for printing. Any individual printers will need justification, department approval and ITS approval. ITS does not support individual printers or supplies beyond the initial setup.

Moving Ricoh Printers/Copiers:

