

WCU Combined Pricing Initiative Process

Standard Computer Purchase Process

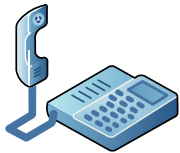
Contact DoIT for Dell MarketPlace Account

DoIT creates a Shopper Account

Sign in to Dell Marketplace

Use Dell Quote to Generate WCU Requisition in Banner

Purchasing issues WCU Purchase Order to Dell



Call the IT Help Desk locally at 227-7487 or toll free at 866-928-7487.

E-mail: ithelp@wcu.edu

Online Help Desk/Self-Service Log-In: <http://ithelp.wcu.edu/>



Select from 7 Standard Configurations

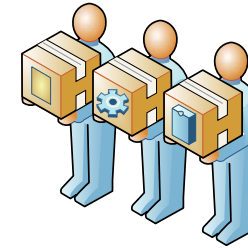
Add any Standard Options

Saved Quote is emailed to your WCU email account



Requisition goes within Banner to Purchasing Office

Purchasing will approve all standard Dell orders for processing



Non-Standard Computer Exception Process

Exceptions Must be Approved by the University Computer Exceptions Committee

Submit Non-Standard Computer Exception Form to UCEC Chair

Orders that have exceptions or non-standard configs will be held for review by UCEC

University Computer Exceptions Committee meets once per month

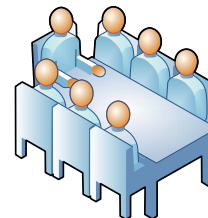


Required Signatures:

- ✓ Department Head
- ✓ College Dean or appropriate Executive Committee Member



Exception Forms are due one week prior to the UCEC meeting



Persons requesting exceptions should attend the UCEC meeting



- Criteria for Approval:**
- ✓ Required for critical work functions
 - ✓ Specific hardware and software vendor requirements
 - ✓ Usage process requirements