

Purchasing a Computer

(It's as easy as 1, 2, 3.)

1. Choose a computer.
 - a. Send a request to ithelp@winchesterva.gov to request a quote. In the request tell IT what you will be doing with the computer and what software you want to run on the computer. IT will obtain a quote and send to you for review.
 - b. Review the E-quote. Look at the E-Quote carefully and determine it meets your needs.
2. Enter requisition(s) in SPS NaviLine Purchasing application.
 - a. Review the "Additional Notes" section for information on business application and anti-virus software.
 - b. After approval of the purchase order, IT will fax the purchase order to Dell.
3. Enter an IT Work Order for each individual computer.
 - a. Detail what software is to be installed.
 - b. Tell IT what files are to be transferred if any.

Requisition Information:

Reason: (Examples)	Replace Smith's failed PC – dispose Replace Smith's outdated PC – dispose (or reassign to) Add PC for (name of new position/employee) Add PC for (name of new employee) – reassign old PC to name of employee Replace PC for (name of new employee) – dispose (or reassign to name of employee) Add PC for (name of employee)
Vendor:	6678 Dell Marketing LP
Commodity Code:	205
Sub Commodity Code	030
Item Description: (Examples)	Computer, Desk PC Per E-Quote _____ - STATE CONTRACT NUMBER # VA-140331-Dell, Customer Number 11205417. For user Computer, Laptop Per E-Quote _____ - STATE CONTRACT NUMBER # VA-140331-Dell, Customer Number 11205417. For user
Price:	See Equote

Additional Notes:

1. If this is an additional PC or you do not have the license for the application you want to transfer from an old PC, don't forget to order your MS Office software. See <http://internal.winchesterva.gov/wp-content/uploads/2009/06/microsoft-license-purchase-procedures.pdf> for software ordering procedures.

2. If your purchases will add additional PC's to your office you will need to purchase additional Anti-Virus licenses. Please follow the link to do so.
<http://internal.winchesterva.gov/wp-content/uploads/2009/04/antivirustransfer.pdf>
3. Submit a **service request** to ithelp@winchesterva.gov for installation **for each unit**. Please indicate on each IT service request what information or data is to be transferred to the new machine and what if any applications are to be installed on the unit.

Service Requests:

All you need to do is send an email to ithelp@winchesterva.gov . You will receive an automated response that lets you know the request was received and gives you the work order number assigned to your request. Put a simple description of your request on the subject line. For example: **Install new PC**. In the body of the email describe your request in greater detail. For example: **Install new PC for John Smith. Transfer the following applications/files from John's old PC to the new PC. Then list what you want transferred and provide any special instructions for how you want the PC configured. Tell the desired completion date.** Do not simply put ASAP because that generally means when we can get around to it given other competing requests that have ASAP and those that have specific dates. If you have files that would help us understand your request you can attach those to the email.