How to Purchase Internal or Personal Computers

Visit the updated IT procurement page for purchasing computers for your office or for personal use. Point your browser to:

http://www.pace.edu/doit/itpurchases

For Internal Pace Purchases. Choose either the desktop or laptop model. Both are configured with standard equipment and software. If a different configuration is needed, send email to ITQuotes@pace.edu.

Also, you can select from several printer packages comprised of HP LaserJets and DeskJets.

See the reverse side of this flyer for more details...

For Student, Faculty & Staff Personal Purchases. This is Pace University’s discounted Dell website for personal purchases. Pace University and Dell have teamed up to offer you the benefit of participating in the Dell University Program. This is great news, since the Dell University Program offers award-winning technology, flexible financing options, service and support, and much more...

It is recommended that students purchase an Optiplex desktop or a Latitude laptop based on integrated features that are similar to that of the school. If you feel the need to shop for Dimension desktops or Inspiron laptops, please shop from the Full Catalog for all of Dell’s products.

Questions? Contact DoIT’s Customer Support Center at ext. 3648 or email doit@pace.edu.
Internal Pace Purchases for Desktops, Laptops and Printers

How do I place an order? Fill out the online purchase order form with the following information:

- Vendor ~ Dell
- Description ~ "Pace Desktop Standard" or "Pace Laptop Standard" and/or "Pace Printer Package # (where # is the package number of the printer option that you are selecting)

What are the benefits?

- DoIT will stock limited quantities of the standard Dell desktop and laptop. This will allow for quicker delivery and installation. The machines will have installed standard applications and virus detection software. DoIT will take care of the inventory tagging.
- DoIT will be notified by Purchasing when a budget encumbrance for an order is complete and will schedule an appointment for delivery.
- The process will greatly reduce the length of time necessary for procurement.

What if I need a different configuration?

- When there is a business need for a different configuration, email a quote request for your requirements to: ITQuotes@pace.edu

What if I need upgrades or replacement parts for my current equipment?

- Send email with your requirements to: ITQuotes@pace.edu

What if I have questions about the ordering process or the recommended packages?

- Send email with your questions to: doit@pace.edu