

Computer Purchases for the University

DELL

- To place a Dell order for University owned Dell desktops or laptops go click on the Dell new or returning customer links. If you are a new Dell customer, you will need to create an account. Once you are signed into the Dell site shop the recommended systems and add them to your Cart.
- If you are paying with P-card (all orders less than \$5000), go to check out and add your credit card info to complete the transaction. If you are creating a requisition (all orders over \$5000) click save as an e-quote.*** It is important to remember the Dell e-quote number and add it to the line comments section of the requisition so Dell will know what order the PO is referencing. The BC Procurement Department will place the order for you with Dell once the PO is processed.

APPLE

- To place an order for University owned Apple desktops or laptops click on the Apple link. Once you are on the Apple site, shop the recommended systems and add them to your Cart. Once your order is complete, click either “Purchase with P-card” for orders under \$5000, or “create proposal” for orders over \$5000 that will be paid using the PO/Invoice process.
- If you are paying with P-card (all orders less than \$5000), go to check out and add your credit card info to complete the transaction. If you are creating a requisition (all orders over \$5000) click save as an e-quote.*** It is important to remember the Apple Web Proposal number and add it to the line comments section of the requisition so Apple will know what order the PO is referencing. The BC Procurement Department will forward the PO to Apple once it is approved.

Computer Purchases for Individuals

- HP and Apple laptop computers are available for faculty staff and student **personal** purchases through www.bc.edu/bookstore.