Faculty or Staff Member Computer Selection Instructions

Eligible faculty and staff can choose an upgrade machine from the options below. The faculty or staff member does not purchase the computer. This must be done by the authorized departmental purchasing agent.

Option 1 - Dell Standard Configurations: Choose a standard CUP configuration from those available on the Dell Premier site. Notify your departmental purchasing agent of your selection and they will order the machine on your behalf.

Option 2 - Minor Modifications to Dell Standard Configurations: The faculty or staff member can make minor changes to the standard CUP configurations.
- Log in to the Dell Premier website with your NetID and password
- Navigate to the CUP section of the Standard Configurations
- Click on the ‘Customize’ link to open the standard quote
- Make your modifications and click the ‘Add To Cart’ button
- Click on ‘Save as E-quote’. Change the name and email address of the purchasing agent to your departmental purchasing agent and saved as a new E-Quote.
- Print the Detail View (not the Summary View) of the E-Quote for your records. Provide your departmental purchasing agent with the e-quote number. They will order the machine on your behalf.

Option 3 - Dell Nonstandard Configurations: If a faculty or staff member wants something other than an OptiPlex or Latitude they must create a unique E-Quote on the Dell Premier website.
- Log in to the Dell Premier website with your NetID and password
- Click on the ‘Shop’ menu option at the top and find the machine of choice
- Customize the features as desired and click the ‘Add To Cart’ button
- Click on ‘Save as E-quote’. Change the name and email address of the purchasing agent to your departmental purchasing agent and saved as a new E-Quote.
- Print the Detail View (not the Summary View) of the E-Quote for your records. Provide your departmental purchasing agent with the e-quote number. They will complete the purchase on your behalf.

If you want a Dell computer that is not listed on the Dell Premier website, contact the university’s Dell representative (see Vendor Contact Information) to see if it is available for Higher Education and, if so, request a quote. Forward the quote to your departmental purchasing agent, who will order the machine on your behalf.

Option 4 - Apple Standard Configuration: Choose a standard configuration with no changes by selecting one of those listed. Notify your departmental purchasing agent of your selection and they will order the machine on your behalf.
Option 5 - Apple Nonstandard Configuration: Go to VolTech’s [Apple website](#) to select the computer of choice.

- Shop the site and select the machine you want
- Customize the configuration as required. Be sure to add AppleCare to the configuration (4 years required for iMac, 3 years required for MacBook)
- Select ‘Add to Cart’ and print a copy of the ‘Items in Your Cart’ page. This will serve as your quotation
- Give the printed copy of your configuration to your departmental purchasing agent. They will order the machine on your behalf.

Option 6 – Lenovo or HP: Go to PCS’s [Lenovo](#) or [HP](#) websites to view the choices available.

- Select the machine and specification required
- Print a copy of page with your specifications.
- Give the printed copy of your specifications to your departmental purchasing agent. They will order the machine on your behalf.