Purchasing Process for Computers Supported by the Central Administration IT Group

Start

What do you Need?
- Think about what you need to use the computer for:
  - basic office work?
  - specific research applications?
  - What resources do those applications need?

Review Requirements Document
- Review Requirements Document for computers with your OS.
  Located on the Pediatrics internal website

Spec the System
- You may log into UW eProcurement and spec out your system
  or
- Contact the Central Administration IT Group and we will complete the quote for you

Save Quote
- Save your quote, provide the following:
  - eQuote number
  - Vendor name
  - email address of person who created eQuote

Peds Central Admin (Purchasing)
- Please see the website below for requirements

Finish