

PSU Technology Purchases

Looking to buy a computer, technology equipment or supplies for your department? Below is the purchasing process currently in effect. If you have questions, or are not sure, please do not hesitate to call us at x 52832 – We are here to help!

<p>1. If you are purchasing any of the following items using PSU or Grant funds then you must email your purchase request to tech-orders@plymouth.edu</p> <ul style="list-style-type: none"> • Desktop Computer • Laptop Computer • Computer Monitors costing more than \$250.00 • Any Network Printer (regardless of cost) • Computer Docking Stations • Any Video conferencing equipment (regardless of cost) <ul style="list-style-type: none"> ○ Projectors ○ TV's ○ Camcorders of any sort • Scanners costing more than \$250 • Cameras costing more than \$250 • All Software regardless of the price 	<p>2. If you are purchasing any of the following items AND that item cost less than \$250 you may use your p-card to make the purchase. Please keep in mind that GovConnection offers free shipping on any order. If you are not currently authorized to be on the free shipping list at GovConnection please e-mail Dave Matta dematta@plymouth.edu to be placed on that list. Shipping should be considered in your overall purchase cost.</p> <ul style="list-style-type: none"> • PowerPoint clickers • External Hard Drives • USB Keys • Digital Cameras • Monitors • Keyboards and Mice • Scanners or personal printers <p>Toner cartridges for department printers other than the MFD's.</p>	<p>3. MFD Supplies including paper, toner and staples can be ordered using the online MFD order form found on the ITS/Business Services website. If you would like to go to that form click here.</p> <p>4. Printers: AT PSU we strive to be as environmentally friendly and cost efficient as we can. These goals support PSU's position of strongly discouraging the purchase of Ink Jet printers. The life cycle, waste and expensive cost per print go against all principles PSU supports. Any laser jet printer purchase will be reviewed by the print management team in ITS Business Services for need, functionality and cost effectiveness.</p>
<p>Visit our website for links to the Apple and Dell discounts and recommended systems for employees. Click Here</p>	<p>Note: Please remember that PSU is discouraging the purchase of personal direct-connect printers and associated ink and toner supplies as well as scanners in favor of migrating your current scanning and printing to your local MFD located in your department.</p>	

For general information, please visit our Website at: <http://www.plymouth.edu/infotech/computer/tech-orders.html>