Computer Purchasing Procedure

LAITS Computer Support handles bulk computer purchases on a yearly basis as part of the Generations program, however smaller and individual purchases are the responsibility of the departmental administrative staff. Below is a step-by-step guide for the administrative staff to follow for these purchases. It is important to follow these directions to ensure your order is accurate and meets the required LAITS minimum computer specifications. Let's get started...

Ordering Apple Products

Apple products are purchased through the Campus Computer Store via UT Market, but should first be configured on a separate Apple Store E-Commerce site for Education Institutions. To get the correct models at the lowest price, order your products by part number on the Apple Store E-Commerce website and then follow the process to copy your order into the Campus Computer Store on UT Market. If you have not previously used the Apple Store E-Commerce to purchase Apple products, you will need to create a unique Apple ID, which requires a UT email address.

To create your Apple ID for use on the Apple Store E-Commerce, please see our **Apple Store E-Commerce Account Setup** guide.

Then, log into the Apple Store E-Commerce, order computers by part number and copy the quoted Apple proposal into the Campus Computer Store on UT Market. Refer to our **Ordering Apple Products** and **Recommended Apple Products** guides for this process.

Ordering Dell Products

Dell products are purchased through UT Market via the Dell punch out. To order Dell products, refer to our **Ordering Dell Products** guide. Log into UT Market and select the Dell (via Summus) punch out. Then, select a computer from our **Recommended Dell Products** page to add to items to your cart.

Completing the Order

Both Apple and Dell purchases follow the same process to complete the order in UT Market. Refer to our **Completing a UT Market Purchase** guide to complete your purchase.

Please pay careful attention to complete the field marked "**Instructions for Buyer**". The information you provide in that field will inform LAITS of the intended end user along with any special instructions relating to the purchase. Once received, LAITS will tag and record the computer in inventory, image it, and schedule a deployment with the user.

LAITS inventory Contact Information:

LAITS-Deployments@utexas.edu

LAITS Shipping Address

2109 San Jacinto Blvd. L. Theo Bellmont Hall Rm. 232, Austin, TX 78712