Process
1) Computer and software purchases need to go through IT
2) Send your request to CSETechOrder@case.edu
3) Your order is likely to be processed and delivered more quickly if you follow these guidelines.
   a) If you order computers frequently, consider becoming a "[window shopper](#)". As a window shopper, you would have access to all of the University's computer and computer accessories vendors to create carts that others can then submit for purchase. This saves a great deal of time for everyone involved. You would need to be able to assign carts to Dan Farst (djf15).
   b) Get you computer quote or order details from one of our preferred manufactures ([Dell](#) or [Apple](#))
   c) If possible, select a standard computer system. These have excellent warranties, good quality and performance, and steeper discounts because we order them in volume. Also, they are more likely to be at the warehouse of our suppliers for quick delivery. You can see the standard offerings at https://case.edu/utech/resources/faculty-and-staff-resources/standard-computer-offerings
   d) If you are ordering parts, printers, software, or other IT equipment, try to find them at a preferred CWRU vendor ([CDWG](#), [SHi](#), [Connection](#), or [B&H](#)). We can order much more quickly from preferred vendors.
4) The IT team will create a quote and send to Sheila for processing
5) For all orders, Business Manager approval is required.
   a) The department's Business Manager must check that the Speedtype indicated is appropriate for the purchase and that it has sufficient funds for the order. Some departments use a formalized form & process for this step, others it is not formalized at all.
   b) Sheila requires the approval from the business manager before placing the order.
6) If research funded, these additional steps are required
   a) Fill out the "general use" form and submit it to your department's research administrator. The general use form is needed whenever an "RES" speedtype is used.
   b) Once the research administrator reviews/approves, forward it to Deborah Hamzah.
   c) Once Deborah reviews and approves, it will be routed to Sheila Campbell for purchase