Ordering UWL-owned computer, mobile device, printer, and associated hardware online from ITS web site.

Consult with ITS Dedicated Support Staff

Order at: https://goo.gl/3H6k0n

E-mail order confirmation is sent to the department

Equipment arrives on campus, ITS images computer and logs it in the campus inventory.

Computer is delivered to the department

Order is on-line. End users can also create e-quotes which can be used later. Orders over $500 can be approved by ITS and are monitored by CDW-g.

Once order has been made, end user receives confirming e-mail and order status information.

Computer peripherals are delivered to the department

End users are recommended to shop at CDW-g.
http://www.cdwg.com/uwl

End users must obtain a user account from ITS. Once you create your password you can begin ordering. Individual items cannot exceed $500. Total order cannot exceed $5000. Laptops, desktops, tablets and Apple products cannot be purchased from this site. When ordering you must provide your department name and account number. Orders are covered through a campus blanket order and not through procurement cards. ITS and end users can also create e-quotes for later consideration or eventual purchase. ITS and the Purchasing Department can also assist with ordering. More detailed ordering documentation can be found on the UWL ITS web site.

Users can also order other items from: Shop@UW or the UWL Campus Bookstore.

UWL IT Technology Purchasing Process
(January 1, 2016 v5.0)