

How to Purchase a Computer

Department of Biomedical Engineering

Gray Lab Orders: See Darcie Babcock for Procedure

Note: Computers purchased with your own money, personal credit card, or OHSU P-Card are NOT reimbursable. All purchases must go through ITG via work orders prepared by Virginia Howard. Typically, it takes 4-6 weeks for the purchase and delivery of a computer, so plan ahead!

Steps to prepare computer purchase order

1. Go to OHSU's [Buy Computers and Accessories](#) page
2. Log in with your OHSU network ID and password
3. Choose OHSU Dell web page (under **How-To Steps #1**) (or other vendor in the list)
4. Pick any of the desktops and notebooks listed to see the specs and customize your order
5. Add to cart
6. Save as E-quote
7. Send E-quote and the fund number to pay to Virginia Howard
8. Virginia will prepare and submit the order
9. ITG will order, image and deliver (install)