



### **Ordering A New Apple/Dell Computer: The Tech Store only order Apple products**

To order equipment (laptop, monitor, desktop) please select the process below that works best for you.

To begin, you need your supervisors' approval and to reach out to finance and obtain/verify the budget number to use. Staff funded by BI general funds also need approval from the Sr. Administrative Manager since we budget for rotational replacement of computers. *Any computers over \$1,500 will require further approval and justification.*

If you need additional assistance after reviewing the guidance below please email [BermanHRPR@jhu.edu](mailto:BermanHRPR@jhu.edu)

### **To request a quote for a specific laptop or computer that is not available via IT tech store**

1. Send an email to the financial analyst with the specification of the laptop. The financial analyst will request a quote.
2. If you prefer to discuss the laptop option prior to submitting a request, submit an I.T. help ticket on my.jh.edu. They will be able to generate a quote for a desktop, laptop, or monitor.
3. Once the quote is received follow the steps listed below.

### **To order from JH Tech Store Yourself:**

1. Go to my JHU.edu
2. Go to the icon for Technology on the left side of the screen and there will be a drop down, choose Tech Store – this will take you to the Tech Store portal
3. On the left scroll down and click “show all”
4. Click on the item that you want to purchase
5. Fill in all the requested information
6. In additional information provide any information that you would like the computer or laptop to have
7. Add the quote to the request to ensure the proper computer is requested
8. Add the I/O to be charge in the Cost Center box.
  - Note: the fund number will automatically fill in.