Use this form to take advantage of significantly discounted pricing for Dell computers and peripherals through Valcom (VLCM). This pricing is contracted by the University and is available only through the use of this form.

**NOTE:**
This pricing is based on volume-based procurement contracts and is available campus-wide, with no need to worry about purchasing a minimum quantity. This pricing is available only on the specific machines and configurations listed on the form.

These configurations are well-suited to common office requirements and, for departments that receive computer support from UIT/UCCS, these machines meet all of UIT's standard requirements.

Items not listed on this form or VLCM quoted items should be ordered using the Dell Punch-out.

1. **Locate the form**
   
   Find this form in the Purchase Request section on the UShop Shopping Dashboard.

   The forms in this section are listed in alphabetical order.

2. **Computer Support Information**

   Since this form allows access to a special pricing agreement between Valcom and UIT/UCCS, University IT will review all orders that fall under their jurisdiction. In this section you are to indicate the name of your campus computer support professional. **A response is required.**

(Continued on next page)
Open the dropdown menu and either:

1. Select the name of your campus computer support person.
2. If your support person is not listed, select "Other".
3. If you are not sure whether you have a computer support person, select "I Don't Know".
   All orders will be routed to UIT/UCCS for review, unless "Other " is selected.

3. Item Categories

The specific items available to order are divided into categories.

Categories include:

- Standard Dell Machines
- Monitors
- Docking Stations, Batteries, Power Supply & Memory
- Cables & DVD Writers

(Continued on next page)
Looking at one of the category sections, take note of some important points:

1. **Delivery timeframe.** While a limited supply may be in stock, generally these units are constructed as they are ordered.
2. Indicate the quantity desired of each item.
3. Click the recalculate list total button to view the total for this section.

### Table: Standard Machines

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop: Dell Latitude 14&quot;, 16 GB RAM, 256 SSD, i7, Touch, 3yr acct wty (210-AWLI-qt383676)</td>
<td>1,357.37</td>
<td>1</td>
<td>1,357.37</td>
</tr>
<tr>
<td>Laptop/tab 2in1: Dell 7410 13&quot;, 16GB RAM, 256 SSD, i7, Touch, 3yr acct wty; No Pen (210-AVOC-qt581263)</td>
<td>1,634.85</td>
<td>2</td>
<td>3,269.70</td>
</tr>
<tr>
<td>Desktop: Dell OptiPlex 7080 SFF, 16 GB RAM, 256 SSD, i5, DVD RW-, 3yr wty (210-AVLE-SFF-qt383090)</td>
<td>743.88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop: Dell OptiPlex 7080 MFF 16 GB RAM, 256 SSD, i5, 3 yr wty (210-AVLL-Wireless-qt383091)</td>
<td>716.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop: Dell OptiPlex 7080 MT 16 GB RAM, 256 SSD, i5, 3 yr wty (210-AVLE-MT - qt383089)</td>
<td>766.77</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 4,627.07

### 4. Additional Notes and Running Total

1. At the bottom of the form, space is provided for you to give additional information to either Valcom or UIT/UCCS.
2. A running total for the entire order is calculated in the lower right corner.