Use this form to take advantage of **significantly discounted pricing** for HP 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 campuswide, 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 Non-Catalog form.

1. **Locate the form**

   Find this form in the Place an Order 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 HP Machines
   - HP Machines with upgraded hard drives
   - 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.
4. Click the link at the bottom of the section to view the specifications of each item.

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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.