

# THE LAWRENCE

## TECHNOLOGY ORDERING PROCESS

**NOTE: All tech equipment and peripherals, other than computers, should be requested via regular purchasing procedures.** This includes iPads, Tablets, Chromebooks, monitors, scanners/printers, projectors, external hard drives, wireless or networking devices, webcams, mice, keyboards, flash thumb drives and power strips, etc.

- **REQUESTING A NEW COMPUTER:**

- Browse the [ITCS Catalog](#) to select the desktop or laptop being requested.
- Complete the [Tech Order Form](#) found on the Staff Site.
- Route the completed Tech Order form to Maria Martinez at [alta.martinez@berkeley.edu](mailto:alta.martinez@berkeley.edu). She will submit a ticket with ITCS to make the purchase.
- Once the computer has been received and imaged for the end user; campus ITCS staff will reach out to the end user via email for a zoom appointment to conduct the first login. **NOTE:** Anna Maurer, The Lawrence's System Administrator, will conduct the first login for local staff.
- Once the computer has been tagged by the Business Administration Office, the computer will be drop shipped via UPS to end user. **NOTE:** Local staff will be able to take their computer with them after their first login session with Anna Maurer.
- Please plan ahead, campus cannot complete the imaging process until new hires have a valid UC Berkeley email address and their Calnet credentials are set up.

- **DONATED COMPUTERS:**

- Systems must immediately be handed over to the Maria Martinez, Room 208, Business Administration Office
- Maria will open a ticket to have ITCS image systems.
- Please allow at least two days **MINIMUM per computer** for delivery, imaging, and return. **NOTE:** This is **AFTER** the ticket has been submitted and ITCS has acknowledged the project. If your donated computer(s) are no longer under warranty, ITCS may not be able to image.
- Upon return, Maria will tag and enter in The Lawrence inventory before returning to the department for use