Request a Quote

Summary
Employees may request a quote for University-supported standard desktops or laptops by emailing irt@rowan.edu.

Standard desktops or laptops include:

- Apple
- Lenovo

Requests for other items need to follow the IT Acquisition policy and procedure.

- Change your password
- Outlook WebAccess
- Gmail for Students
- Banner Self Service
- Blackboard Login
- Access From Anywhere

Quote Process
Employees may request a quote for University-supported standard desktops or laptops by emailing irt@rowan.edu. If your request needs IT Acquisition approval, we will notify you by email.

- Be specific as possible about the type of technology you are requesting, for example:
  - Type of equipment (desktop, laptop)
  - Screen size
  - Size and speed of hard drive (storage)
  - RAM (memory)

- Once you receive a quote from IRT, enter the requisition in Banner.
- Email a copy of the quote to requisitions@rowan.edu and reference the requisition number.
- Once purchasing converts the requisition to a purchase order, all items ordered with an IT commodity code will be forwarded to IRT and the order will be placed.
- Central Receiving will deliver the items to the Technology Assistance Center for inventory processing. A member from the Technology Assistance Center will notify you when the items are ready to be delivered to the department or picked up in Memorial Hall.

Items Excluded from IT Acquisition Approvals

- **Apple** or **Lenovo** Rowan supported desktops/laptops
- Tablet computers/iPads without cellular service activation (quantity of 5 or less)
  - Each iPad must be assigned to an individual faculty/staff member and this information must be noted on the purchase order for processing. There is no sharing of iPads per the iPad Use Policy.
- If there is a request for departmental iPad sharing, the IT Acquisition process must be followed.
- If requesting an iPad with cellular service, you must first complete the iPad Cellular Data Activation Policy.
- HP printers (any other brands need IT Acquisition approval)
  - Please note that toners and ink cartridges are not considered part of the IRT technology ordering process. Find out how to order those items through your department.
- Monitors, keyboards, mice, hard drives, flash drives, cables and adapters
- Projectors, scanners, fax/copy machines, digital cameras, camcorders

Technology items not included on this list will need to follow the IT Acquisition policy approval process.