**Request a Quote**

**Summary**
Employees may request a quote for University-supported standard desktops or laptops by emailing irt@rowan.edu. RowanSOM employees will need to email RowanSOMITSupport@rowan.edu for assistance.

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.