Requisition detail for Requisitions of computers

UB is required to include all computers (including tablet computers) and sensitive items (like cameras and projectors) in its inventory of assets. The inventory has two dimensions, the current location of all assets, and the dollar value of each asset. Each computer must be tagged with an inventory bar-code tag, sometimes called an SP0 tag, when it is received, and each item must be assigned a location (which should be updated when items are moved).

When creating a PeopleSoft (PS) Requisition for a computer, laptop, tablet or other sensitive item, it is important that the Requisition specify the brand, model number, quantity and unit price of each computer. Provide the location (building and room) where each computer will be located. Provide the end-users name for laptop computers, tablets and other portable items.

For example, if you order four new Dell Optiplex 5050 desktop computers, two Dell XPS 13 laptops, and two new monitors, the Requisition lines should be structured as follows:

Line #1: Dell Optiplex 5050 desktop computers, per Dell quote #12345 Qty: 4 EA Computer $850.00 Total $3,400.00

Line #2: Dell XPS 13 Laptop computers, per Dell quote #12345 Qty: 2 EA Computer $1050.00 Total $2,100.00

Line #3: Dell 24 inch Monitor, model E2417H Qty: 2 EA Peripheral $160.00 Total $320.00

Line Comment: Computers to replace old equipment. Deliver 4 desktop computers to Building Name, Room Number xx1, Building Name, Room Number xx2, Building Name, Room Number xx3, Building Name, Room Number xx4. Deliver 2 Laptops to: Building Name, Room Number xx5, Professor Jane Doe, Building Name, Room Number xx6, Professor Mike Smith. Deliver monitors to Building Name, Room Number xx1, Building Name, Room Number xx2.

See Dell Quote 12345, attached. (and attach a copy of the quote in the Line Comments area)

Do NOT create a one line requisition “Computers for College of XYZ” $5,820.00. Please do not list different model numbers on a single line. Create one Requisition line for each computer model.

Please let me know if you have questions, or need assistance creating multi-line Requisitions.

Thanks for your assistance in creating detailed Requisitions.

Thanks

Blair Blankinship

University of Baltimore

Director of Procurement

410-837-5714