

# TECHNOLOGY EQUIPMENT & SUPPLIES

## TECHNOLOGY EQUIPMENT & SOFTWARE

The Tech Dept. will handle the purchase and configuration of most technology requests, such as:

- Desktop computers
- Laptops
- Monitors
- Phones
- Software purchases and installations

## SUPPLIES

Some items fall into a different category called 'supplies,' which are items that are considered supportive to or enhancing of the equipment listed above. These are items that do not need to be purchased by the Tech Dept on equipment accounts. Some examples of supplies are:

- Screen protectors
- Cases
- Bags
- Keyboards
- Mice
- Speakers

## ORDERING SUPPLIES

If your tech request falls into the 'supply' category, please see your direct supervisor and department OP for support.

The Tech Dept. also keeps some of these items in stock, like keyboards, mice, and speakers, so feel free to check in with us!

If you would like to request a quote for a specific supply item or need help choosing a supply item, please call ext. 1286 or [submit a HelpDesk ticket](#) and we'll gladly do our best to aid in your decision-making.