

# UNM Department of Biology

## Purchase of UNM Computer Equipment

UNM has a contract with Dell for all institutional computer purchases. Any computer purchases requested outside of the contract must have a written justification, and must be pre-approved by a Dean, Chair, or Director, as well as the Purchasing Department.

The equipment offered under the contract offers several advantages to the UNM community over other sources or manufacturers:

- Standard three-year warranty instead of one year, and on-campus warranty repair provided by UNM IT.
- Guaranteed compatibility with UNM enterprise systems (LoboTime, Banner, etc.) and network connectivity.
- Guaranteed lifecycle support and component driver compatibility for imaging, instrumentation compatibility, etc.
- Ease of quote and purchasing assistance via UNM IT and LoboMart, fully automated end to end life cycle asset management.

If you purchase a Dell or Apple<sup>†</sup> product from Best Buy, Newegg, Amazon, etc., the manufacturer will not honor the warranty through UNM IT. Normally, products purchased in this way have a maximum one-year warranty, and you would have to send the product back to the vendor to have it repaired. When going directly to the Apple Store to make your purchase, you will be limited to the quantity you can purchase with the Educational Discount and may be charged tax.

The Biology Accounting Department recommends that you purchase computer products through the UNM contract via LoboMart or at the UNM Bookstore, but it is not required. However, purchasing non-standard computer equipment (i.e., not under the UNM contract with Dell or Apple) will require an extra amount of paperwork that needs to be approved by the Biology Department Chair and UNM Purchasing. This can cause a delay for purchasing and receiving the equipment, if approved.

Any computers not purchased through LoboMart or the Bookstore cannot be serviced by the Biology Department staff. In the future, this will hold true for any University computer service entity.

<sup>†</sup> In order to ensure that you receive the educational discount from Apple, you should purchase Apple products through LoboMart or the Bookstore.