Business Office
Email: **CHS-Business-Orders@uky.edu**

How To Place Technology Orders

All technology items should be purchased through the contracted vendors

CDW-G, More Direct, Dell and Apple.

 Prior to purchasing any item from Amazon.com or Office Depot you should first check and see if the item is available from one of these vendors. If you still wish to purchase the item from Amazon.com or Office Depot please remember to attach proof of cost comparison showing that the item on Amazon or Office Depot is cheaper than the contracted vendor.

* Please see the next page for catalog links and UK sales representative for the contracted vendors.
* If the IT Office needs to be involved in the purchasing process, send an email to CHS.Helpdesk@uky.edu. They will help you decide on the best option and get the quotes if needed.
* Please make sure you have the appropriate catalog numbers/quotes prior to submitting your order to the online order system.

***All orders should flow through the Department’s Staff Support***

1. The Staff Support fills out the online order form at the link:

<https://luky.sharepoint.com/sites/cohs/Ordering>

1. Detailed instruction to fill out the online order form are available in the Instructional Packet located at:

<https://chs.uky.edu/sites/default/files/2024-07/sharepoint-order-system-guide-2024_rev.pdf>

1. Once you have pressed the “Save” button at the bottom of the online order form it will be automatically routed to the fiscally responsible account holder for approval. You can check the status by returning to the [order form page](https://luky.sharepoint.com/sites/cohs/Ordering) and navigating to your order.
2. The majority of contracted vendors purchases must be processed via purchase order, as such please inform your financial analyst when the item has been received, as the vendor will not be paid until the financial analyst has completed a goods receipt for the product.

All contracted vendors catalogs can be accessed by your financial analyst please contact them if you need assistance with the catalog number or discounted contract cost of an item.

Quick Links/UK Reps

More Direct: <https://www.moredirect.com/app/Auth>

CDW-G: [www.cdwg.com/uk](http://www.cdwg.com/uk) Rep: Susan Pichotta, 866-339-5201 suep@cdwg.com

Dell: Jason Freeman, 512-513-8361 Jason\_Freeman@Dell.com

Apple: Mike Garcia, 512-674-6893 mgarcia@apple.com

The Apple Education Catalog is more abbreviated from all their products, please check with your financial analyst if the item is on the education catalog or not.