Purchasing IT Devices with CSS
Desktops, laptops, tablets, monitors, and accessories

Need help determining what to purchase?
1. Call 664-9000 x1, then x4 or email itcshelp@berkeley.edu or submit a ticket via http://blu.berkeley.edu (CSS tab)
2. CSS IT will work with you to select the right product for you. CSS IT will assist in determining/collecting:
   - Equipment type (desktop, laptop, monitor, keyboard, mouse, etc.)
   - Make, Model, Description, Price, Qty.
   - Your name, phone #, email address
   - Delivery address, including office/cube #
   - Department/Unit
   - Chart string and fund manager approval (e.g., dept. manager, research admin.)
   - Additional info or special instructions

Know exactly what you need?
1. Email itcshelp@berkeley.edu or submit a ticket via http://blu.berkeley.edu (CSS tab)
   Include the following information:
   - Equipment type (desktop, laptop, monitor, keyboard, mouse, etc.)
   - Make, Model, Description, Price, Qty.
   - Your name, phone #, email address
   - Delivery address, including office/cube #
   - Department/Unit
   - Chart string and fund manager approval (e.g., dept. manager, research admin.)
   - Additional info or special instructions
2. CSS IT will review the request and, if needed, will contact the requestor for further information.

3. If the product is in stock at CSS IT:
   - The item will be provisioned and delivered within 1–3 business days.
   - CSS IT will use the chart string provided to order the exact same item via BearBuy, to replenish the stock, and will upload all relevant documentation into BearBuy.
   - CSS IT will email the requester the order information, including the BearBuy PO#.
   - The charge for the product will appear on the department’s ledgers.

   If the product is a special order/not a stocked item:
   - CSS IT will place the order through BearBuy, using the chart string provided, and will upload all relevant documentation into BearBuy.
   - CSS IT will email the requester the order information, including the BearBuy PO#.
   - Once the item is received by CSS IT, it will be provisioned and delivered. Typical lead time for special orders can be 1–3 weeks, depending on the build and model.
   - The charge for the product will appear on the department’s ledgers.

Visit http://sharedservices.berkeley.edu/it/procurement-and-provisioning-support/ for in stock items, including Dell and Apple products, monitors, hard drives, keyboards, and more.