



Fact Sheet



School Purchased Computer Procedures

Please watch the WebEx Video titled "Computer Purchase & Tracking" in the ES Protected pages at this link: http://www.ieminc.org/sos_share/indexvideo.html for additional information

Ordering a Computer:

- ✓ Computers may only be ordered from this link and must include the 3-year warranty: <http://www.sscs.cc/Handbook/computerrel/stucomputers/GCmain1204.htm>

Receiving a Computer:

- ✓ Mark it received in the database
- ✓ Enter the Serial Number on the PO in the space provided (just before the price column) and mark the po received so that it can be paid.

Advisor | Marsh, Janet | Parent Status | active

ES: Mark items below as cancelled by vendor, B/O, or received, using packing slip for info on cancels & B/Os. Create a PO Inquiry to cancel an item yourself (do not mark item below). When order is complete & ready to be paid, check this box

Date _____ by _____

mark all recvd

Can	B/O	Rec	Mod Date	Qty	Units	Catalog#	Description	# of line items	SerNo	Price	Extended	Start & End
1			3/26/2010	1	lea	MC238LL/A	Mac Mini 2.0 Ghz. Intel Core 2 Duo	4		\$549.00	\$549.00	
2			3/26/2010				Processor					
3			3/26/2010	1	lea	S2508Z/A	Apple Care Warranty			\$99.00	\$99.00	
4			3/26/2010				Attention Jimmy Morgan					
5												
6												

- ✓ You must wait to deliver the computer until the CET form has populated in the database.
 - ~ Wait 3 days, and then go to View/Materials, Click on the grey "Detail" button
 - ~ Print out the "Computer Equipment Tracking" form from the right-hand corner
 - ~ Fill out the CET form with them. (Keep it in your family file with the warranty information)
 - ~ Deliver the computer to the family (only after the CET is signed!), have them sign the parent receipt and,
 - ~ Go to View/Materials, Click on the grey "Detail" button once again and "X" the CET box

ES Check when parent has signed the Computer Equipment Tracking form

Description Mac mini desktop

CET

Computer Repairs:

- ✓ Call the phone number listed in the computer paperwork and give the serial number to see if the manufacture will cover the repair.
- ✓ If manufacture warranty is expired, then use the secondary warranty that we have purchased.
- ✓ A computer under warranty must be repaired by the company listed on the warranty paperwork only. Use this link for additional warranty information: <http://www.sscs.cc/Handbook/computerrel/GenComputer/FAQWarranty.htm>
- ✓ Locate the warranty paperwork and call the number listed for information on how to get a repair. Follow their directions. Family must backup all files/information that they do not want to be lost during repair.
- ✓ The warranty company will determine if the damage is covered by warranty, or is a family caused issue. If the family caused the damage, the ES must note that it is damaged in the Material file, and it may not be repaired using IF. The family must pay for the repair themselves.