



Departmental Purchases at Patriot Tech

GENERAL MANAGER: BARB HEADLEY

EMAIL: PTECH@GMU.EDU

STORE MANAGER: ASHLEY LUDWIG

PHONE# : 703-993-4100

How to Order at Patriot Tech

- ▶ Email requests to ptech@gmu.edu
- ▶ Patriot Tech will provide a quote for items requested.
- ▶ We are able to order any technology that is needed for your department.
- ▶ Generally we have Apple products in stock, in addition to cables, adapters, docking stations, and monitors.
- ▶ We have base model OptiPlex's and Latitudes in stock as well.
- ▶ Any additional items that are needed can easily be ordered.

How to Make a Purchase

- ▶ P-card (purchasing card): Anything that is under \$2,000.
- ▶ A p-card purchase is considered “over the counter”. **No eVA PO required.**
- ▶ Submit an eVA order for anything over \$2,000.

How to Submit an eVA Order

- ▶ Select the George Mason University Bookstore account
- ▶ Attach the quote provided by Patriot Tech.
- ▶ Once the order has been approved, Patriot Tech will receive a confirmation email.
- ▶ Once the email has been received, Patriot Tech will order the product.

Delivery

- ▶ Once the product arrives at Patriot Tech we will post everything out and deliver it to your office.
- ▶ If you are purchasing the product with a purchasing card, we will notify you to come to Patriot Tech and purchase the product.

EXCITING NEWS!!!!

- ▶ Faculty/Staff appreciation day, on Thursday, April 4th, 2019.
- ▶ Payroll Deduction for full-time Faculty/Staff.



QUESTIONS