



LHS TECH ORDERING MATRIX

Not Sure? Ask Zeke

| ITEMS LHS DEPARTMENT ARE ALLOWED TO PURCHASE | ITEMS LHS DEPARTMENT ARE <u>NOT</u> ALLOWED TO PURCHASE |
|--|---|
| <ul style="list-style-type: none"> • Mice • Keyboards • Flash Drives • Power Strips • DVD's & CD's <p>And all non computer Tech Equipment Items</p> | <ul style="list-style-type: none"> • Scanners • Printers • Wireless & Network Devices • Projectors • External & Internal Hard Drives • Webcams • Laptop Accessories, Batteries, Power Supply, Display Adapters • IPads • Computers(Desktops & Laptops) • Servers • Routers • Monitors • Switches |

Computer Repair Guidelines:

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|------------------------------|---|
| LHS Computers | LHS will not reimburse costs incurred for computer/ laptop repairs performed by a non-authorized vendor. |
| If a repair is needed | <ul style="list-style-type: none"> • Submit a CTI service request • CTI will perform a diagnostic check • If CTI is unable to perform the repair, an authorized vendor will be contacted • CTI will provide user with a Tech Quote for departmental review and approval, prior to the repair. |
| Personal Computers | <u>Repair costs for personal computers are not reimbursable.</u> Please consult with CTI, If LHS data needs to be retrieved from a damaged personal computer. |

Common Software prices:

| SOFTWARE | PRICE |
|---|--------------|
| Microsoft Office (Mac) v08 (PC) v2010 | \$40.02 |
| Windows Pro v7 | \$46.89 |
| FileMaker Pro v11 | \$105.00 |
| Adobe Creative Suite Design Standard v5 | \$222.18 |
| Adobe Acrobat v9 | \$50.41 |
| Mac OS X v10.6.3 Snow Leopard | \$29.00 |

If you have any questions, please feel free to contact Zeke (2-2995) or Roberto (3-4574) and we will try to assist you as best as possible. Thank you