

## Purchasing LRSD Approved HP Laptops

Rev 8/15

**Step 1.** Before entering the requisition, forward by e-mail the list of items to be ordered, including the catalog numbers and short descriptions, to Troy Cheatham at [troy.cheatham@complete.com](mailto:troy.cheatham@complete.com) and reference WSCA Contract No. B27164.

**NOTE:** Quotes cannot be reused on subsequent orders. A new quote must be obtained for each order. If items are to be removed or added once the quote has been received, a revised quote must be requested for the actual items to be ordered. The items listed on the quote and the items requested on the purchase order must match.

**Step 2.** Once the quote is received, enter the requisition. **The contract name and number, as well as the quote number, must be listed in the body of the requisition, and the quote must be attached.** The quote number line should read "See attached quote no." followed by the number. Detailed instructions are listed below.

Remember that **if the order has 10 items or less**, they must be itemized on the requisition, **including the part number and short description**, even though the quote will be attached to the requisition.

**Any capital equipment items** (equipment or furniture costing \$1,000 or more per unit) must be listed as separate line items on the requisition. The object code for these items will be 67340. This is necessary so that the capital equipment items can be coded correctly, tagged, and captured on the fixed asset inventory.

**Any laptops with a total cost of less than \$1,000** must be listed as separate line items on the requisition. The object code for these items will be 66527.

Do not remove the sales tax from requisition.

**Step 3. Attach the contract quote to the requisition** and route it for the required approval signature(s). Once all of the required signatures are on the requisition, it can be forwarded to Procurement for processing.

### Complete Computing – HP Laptops

- Complete Computing is our authorized distributor for HP laptops and provides contract quotes, handles customer inquiries about products, and places LRSD orders with HP. **Hewlett Packard's ordering address must be entered on requisitions for HP laptops, not Complete Computing's.**
- **Hewlett Packard's vendor number is 5867.**
- **WSCA Contract No. B27164** (expires 9/30/2015)
- E-mail quote requests to [troy.cheatham@complete.com](mailto:troy.cheatham@complete.com) and **request a WSCA quote.**
- For customer service call Troy Cheatham at 501-396-3163.
- **In the body of the requisition:**
  - Enter: See attached quote no. *followed by the number on your quote*
  - Enter: WSCA Contract No. B27164-AR
- **Shipping is free**
- **See attached for specifications on LRSD approved HP laptop models.**



Arkansas-Hewlett Packard WSCA Contract B27164-AR  
 Contract Agent- Complete Computing, Inc. (10017682)



**Little Rock School District Approved Hewlett Packard Notebook Options**

Student Notebook Option	Faculty Notebook Option
<p><b>HP 215 G1 Notebook PC</b></p> <ul style="list-style-type: none"> <li>- AMD Quad-Core A6-1450 Processor</li> <li>- Radeon HD 8250 Graphics</li> <li>- 4GB 1600 MHz DDR3 SDRAM</li> <li>- 320GB Internal 5400 rpm Hard Drive</li> <li>- TouchPad Keyboard</li> <li>- Wireless LAN- Realtek 802.11 b/g/n</li> <li>- 11.6 inch LED HD Anti-Glare Flat Touch Display</li> <li>- 3 Year Accidental Damage Protection Warranty</li> <li>- 3 Year Computrace Tracking and Recovery</li> <li>- LRSD Custom Engraving</li> <li>- LRSD Custom Imaging</li> <li>- Carrying Case Included</li> </ul> 	<p><b>HP Probook 430 G1 Notebook PC</b></p> <ul style="list-style-type: none"> <li>- Intel i5-4200u Processor</li> <li>- Intel HD Graphics 4400</li> <li>- 8GB 1600MHz DDR3 SDRAM</li> <li>- 500GB Internal 7200 rpm Hard Drive</li> <li>- TouchPad Keyboard</li> <li>- Wireless LAN- Broadcom a/b/g/n</li> <li>- 13.3 inch LED HD Anti-Glare Display</li> <li>- Integrated HD Camera</li> <li>- Bluetooth 4.0</li> <li>- 3 Year Parts and Labor Warranty</li> <li>- LRSD Custom Engraving</li> <li>- 3 Year Computrace Tracking and Recovery</li> <li>- Carrying Case Included</li> </ul> 
<p><b>Part Number G6M06UP#ABA</b></p>	<p><b>Part Number G6M16UP#ABA</b></p>
<p><b>\$646.15</b></p>	<p><b>\$828.37</b></p>
<p><small>This bundle includes: G6M06UP#ABA, CTC-F-STCN36, RTI-F1LRSD-1013, CC3163, UK712E</small></p>	<p><small>This bundle includes: G6M16UP#ABA, CTC-F-STCN36, RTI-F1LRSD-1013, UK703E</small></p>

**For an official quote for any item shown on this page, please contact Troy Cheatham at Complete Computing. 501.396.3163 or Troy .Cheatham@Complete.Com**



Complete Computing, Inc.

*Prices and configurations on this page are subject to change so it is important to purchase items from an official Hewlett Packard quote that is less than 30 days old*