

# SMPH IT Process For Ordering Computer-Related Purchases And Recommended Hardware (LABS)

1. All IT-related orders **MUST** be first submitted to **SMPH IT for review**. This allows us to verify the purpose for the hardware and make any suggestive changes based on source (UW-authorized vendor), system with a supportable warranty that involves rapid repair turn-around, IT tested and reliable models, and appropriate hardware for the intended purpose. **Other than vendor-required computers, orders must go through UW channels to ensure compatibility with campus device management**
2. Order requests can be submitted to us using our **web form** found here (**Purchase Request**): <https://it.med.wisc.edu/documents/purchase-request/> (please include as much information as possible; vendors involved, listed hardware requirements, intended purpose for the machine or software, lab or person it is for)
3. SMPH IT will aim to respond within 24-48 hours and review the information in order to offer the best suggestion or approval. Once approved, we will submit the order to your department's financial administrator for purchase and CC you on the email. We will make a note on our order tracking sheet of this request date. **PLEASE NOTE, computers will be shipped first to SMPH IT and will need 24-72 hours for setup. Also, due to the impact of COVID, we have seen significant delays at times for certain products.**

**RECOMMENDED HARDWARE (based on a 5-6 year replacement cycle) more information here, [SMPH Administration - Recommended equipment for staff purchase](#):**

## **PC Desktop (\$913 w/out Monitor ; \$1,160 with Monitor)**

1. **Dell OptiPlex (7010) SFF** (General Lab Use / Staff) - **\$913** ; i5-13400, 16 GB RAM, 1 TB SSD, 3-Year Warranty w/onsite repair (**Note\* Increase to 32 GB RAM if high image workload**)
2. **Dell Ultrasharp U2422H 24" Monitor** - **\$247**
3. **Ordering Info for Financial Admins Only:**

(Tower) Visit Shop@UW <https://shopuwplus.wisc.edu/> > Click Login (using Net ID) > Click IT Supplies and then Dell PunchOut > On the left check "Desktop" > On the listing for OptiPlex (7010) SFF \$770, click "Customize and Buy" > Select the 1 TB Class 40 option under Hard Drive> Add to Cart

(Monitor) (Shop@UW > IT > Dell) On the left check "Monitors" > On the listing for the U2422H Monitor \$247, click "Add to Cart" > Click on the Cart symbol in the upper right and proceed to create order requisition / order

## **PC Laptop (\$1425)**

1. **Dell Latitude 7440 Configurable** (General Lab Use / Staff) - **\$1425** ; i5-1340P, 16 GB RAM, 1 TB SSD, 14" 1920x1200 FHD+ LCD, 3-Year Warranty w/onsite repair
2. **Ordering Info for Financial Admins Only:**

(Laptop) Visit Shop@UW <https://shopuwplus.wisc.edu/> > Click Login (using Net ID) > Click IT Supplies and then Dell PunchOut > On the left check "Laptops" > On the listing for Latitude 7440 Configurable \$1295, click customize & buy > change to 1 TB Class 35 option under Hard Drive > click "Add to Cart"

## **MAC Desktop (\$1396 w/out Monitor ; \$1,642 with Monitor)**

SMPH IT does not recommend Mac purchases unless there is a business case need for one. There are known challenges to working with University systems and the cost to hardware value is prohibitive with competitive offerings on the PC side. That said, if a Mac is needed, these are our current recommended models and are still fully supportable:

1. **Mac Mini** (Search for Z16K) (General Lab Use / Staff) - \$1138 Apple M2 chip with 8core CPU and 10core GPU, configured with 1TB SSD, configured with 16 GB RAM Upgrade + 3-Year AppleCare Warranty for Schools
2. **Magic Mouse** (Search for MK2E3AM/A) and **Magic Keyboard with Touch ID and Numeric Keypad for Mac computers with Apple silicon - US English** (Search for MK2C3LL/A)  
(**\$1396 total for Mini, Mouse & Keyboard, 3 yr AppleCare**)
3. **Dell 24 USB-C Hub Monitor - P2422HE - P2422HE 24" USB-C Monitor** - **\$246**
4. **Ordering Info for Financial Admins Only:**

(Tower) Visit Shop@UW <https://shopuwplus.wisc.edu/> > Click Login (using Net ID) > Click IT Supplies and then Apple Punchout > Click the magnifying glass search in the upper right and earch for Z16K then hit enter. Once it comes up select "configure" > Check the option for 1TB SSD under storage and select 16GB unified memory under memory and then click "Add to Cart" > On the cart screen check the box for 3-year AppleCare for Schools and then click "Update". Price should reflect \$1138

(Mouse) - Search for MK2E3AM/A ; cost is \$79

(Keyboard) - Search for MK2C3LL/A ; cost is \$179

Once all items are added to the cart and the 3-Year AppleCare for the Mac Mini is selected, price should be \$1,396. Can then complete order

(Monitor): Visit Shop@UW <https://shopuwplus.wisc.edu/> > IT Supplies > Dell > On the left check "Monitors" > On the listing for the Dell 24 USB-C Hub Monitor P2422HE click "Add to Cart" > Click on the Cart symbol in the upper right and proceed to create order requisition / order

## **MAC Laptop (\$1,718)**

1. **13-inch MacBook Air - Space Gray (Search for Z15S)** - Apple M2 chip with 8-core CPU, 8-core GPU, configured with 1TB SSD, configured with 16GB RAM, ADD 3-YEAR AppleCare Warranty for Schools (no service fees) - \$1,718
2. **Ordering Info for Financial Admins Only:**

(Laptop) Visit Shop@UW <https://shopuwplus.wisc.edu/> > Click Login (using Net ID) > Click IT Supplies and then Apple Punchout > Click the

magnifying glass search in the upper right and search for Z15S. Once it comes up select "configure" > For the "Air" model, click the option for 1TB SSD under storage and the option for 16GB unified memory under memory and then click "Add to Cart" > On the cart screen check the box for 3-year AppleCare for Schools and then click "Update". Price should reflect \$1,718 click "Send Proposal" and proceed to order

#### Docking Stations (PC & Mac):

1. **Permanent (In-Office or At-Home) (\$200)** - Dell UD22 Dock - (uses DisplayLink software)
2. **Travel (\$64)** - SMK-Link Electronics USB-C Multi-Port Hub Mini Docking Station - docking station - USB-C - HDMI - GigE
3. **Ordering Info for Financial Admins Only:**

(Dell): Visit Shop@UW <https://shopuwplus.wisc.edu/> > Click Login (using Net ID) > Click IT Supplies and then Dell Punchout > click "Docks > Find the Dell UD22 Dock and click "Add to Cart"

(Travel Dock) Visit Shop@UW <https://shopuwplus.wisc.edu/> > Click Login (using Net ID) > Click IT Supplies and then CDWG Punchout > search for 4274004 into the search and hit enter > You should see USB-C Hub/Mini Docking Station > click "Add to Cart"

#### Printer

1. **Black / White:** HP LaserJet Pro 4001ne Monochrome Network Printer (Shop@UW > IT Supplies > CDWG > Search 7039645) ; \$212 (**NOTE\*\*\* - This model requires set it up with a laptop on a local switch together. Do this in the IT office before delivery**)
2. **Color:** HP Color LaserJet Pro M455dn - color ; Shop@UW > IT Supplies > CDWG > Search 6402114 ; \$612
3. **Multi-Function w/Scanner:** HP Color LaserJet Enterprise MFP M480f Multifunction Printer (Shop@UW > IT Supplies > CDWG > Search for 6402113 ; \$954

#### Advanced Systems (for higher image analysis or demanding lab functions):

- At this time, the Dell Alienware towers have worked well for GPU oriented (A.I. Deep/Machine Learning) tasks. You essentially want to configure a Ryzen 5/7 CPU or Intel i7 CPU, and an Nvidia 3000 or 4000 GPU. The Nvidia GPUs include CUDA support which is often used in Matlab scripting routines and other lab-specific software. I would advise to avoid AMD GPUs for this reason.
- Dell Precisions are an option for CPU-based analysis work, however due to the terrible track record we have had with them I would steer labs towards our HPC clusters on campus or just get a roughly equivalent Alienware/Optiplex "Plus"
- The Dell XPS laptop can be ordered through our consumer rep, this is a great alternative to the Precision in the mobile space. The presence of a dedicated GPU, better architectural design and thermals, and long-standing track record are all big plusses for the labs.
- Kingstar is our typical recommended vendor for multi-gpu units if this is needed for Cryo-EM and similar setups