

Pasadena Unified School District
Procurement Services

Interoffice Memo

Date: January 28, 2010

HAND OUT-OFFICE MANAGERS IN-SERVICE

To: Office Managers/Secretaries

From: Teri Castaneda, Administrator *TC*

RE: COMPUTER ORDERS AND DEPLOYMENT SERVICES

Several months ago an announcement was made that district standardization for securing computers was going to be implemented and the process is now set and in progress. All computer orders will include "deployment services" which includes user configuration, imaging to district standardized software, activation of the Lo-Jack anti theft tracking software, engraving PUSD logo on Dell laptops and desktops and on Apple ibooks (Apple Imacs are not currently being engraved), asset tagging with PUSD asset tag, delivery and removal of packaging.

When you receive a quote from Dell or Apple the quote will include the cost of the deployment services and the cost of the three year license for the Lo-Jack anti-theft software. Only one requisition is needed and the quote must be attached to the requisition.

The vendor providing the deployment services, Arey Jones, located in Los Angeles will be contacting the Site/Department Office Manager/Secretary to schedule the delivery. Please be prepared with information on building/ room number where the computer/computers are to be installed so as not to delay the installation. It is critical that the installation is started no later than fifteen minutes after the technician arrives. Your site may be charged a fee if the installation is delayed for more than twenty minutes.

Upon completion of the installation the technician will need a signature from the authorized employee signifying that the numbers of computers are present and have been installed. Arey Jones will be providing the Procurement Department the serial numbers, asset tag numbers and manufacturer and model of computers.

Make a copy of the "Site Delivery & Installation Verification" document for your files and attach to your copy of the P.O.

NOTE: Please make certain that you are maintaining and updating your tracking of laptops issued to staff.

Site Delivery & Installation Verification

Sample

SALES ORDER NO.: 0025001
BATCH NO.: 09809
INVOICE NO.: 0035389
CUSTOMER NO.: 0050371
PURCHASE ORDER NO.: 0000048645 ✓

Bill To:
PASADENA UNIFIED SCHOOL DIST
ACCOUNTS PAYABLE
351 S HUDSON AVE
PASADENA, CA 91109

Ship To:
PASADENA UNIFIED SCHOOL DIST
626-396-3600/X84094/ALEX SCHULT
PASADENA, CA 91109

Total Computers Delivered: iBooks ___ iMacs ³⁴ eMacs ___ PowerBooks ___ PowerMacs ___ Servers ___
Total Computers Installed iBooks ___ iMacs ³⁴ eMacs ___ PowerBooks ___ PowerMacs ___ Servers ___

Total Printers: ___ Total Monitors: ___

Misc. Items: _____

Total number of boxes delivered: _____

Distribution of administrator password on these machines is to be limited to local technology support staff at the discretion of the site administrator. The Administrator password for this computer is ~~_____~~ ^{XKSE} initial.
Your computers have been configured; asset managed, and tested. You have requested that they not be installed and agree to wave the installation of the computers _____ initial.

The total quantities of equipment above have been distributed as listed on this document.

The following school contact signature verifies delivery & installation.

X DERICK EVANS
Site Administrator (PLEASE PRINT)

ARCY JONES
Arcy Jones Representative

X [Signature]
Site Administrator Signature

[Signature]
Arcy Jones Signature

X DEVANS@PUSD.US
Email Address

X 1/7/10
Date

17 2010
Date

**** Must be signed by an Administrator, Principal or Assistant Principal
Installed 30 iMacs in Rm B2, 4 in Rm 5108
All iMacs were configured to IP addresses provided by Tech Support
Network access was established using access point may wireless network E



SAMPLE

PACKING LIST

SALES ORDER NO.: 0025001
BATCH NO.: 09809
INVOICE NO.: 0035389
CUSTOMER NO.: 0050371

AREY - JONES EDUCATIONAL SOLUTIONS
PO Box 507404 SAN DIEGO, CA. 92150-7404
COMPUTERS * PRINTERS * NETWORKING * SOFTWARE * SALES * SERVICE

Bill To:
PASADENA UNIFIED SCHOOL DIST
ACCOUNTS PAYABLE
351 S HUDSON AVE
PASADENA, CA 91109

Ship To:
PASADENA UNIFIED SCHOOL DIST
626-396-3600X84094/ALEX SCHULT
PASADENA, CA 91109

DATE		SHIP VIA		P.O.B.		TERMS	
1/6/2010		UPS		0000048507		Net 30 Days	
PURCHASE ORDER NUMBER			INVOICE DATE		SALESPERSON		
0000048645			1/6/2010		0010		
QUANTITIES			ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT	
REQUIRED	SHIPPED	BACK ORDER					
34	34	0	Z0GN	IMAC 20" CTO			
			SERIAL DISTRIBUTION: H09431UU6MJ	H09431UV6MJ	H09431UX6MJ		
			SERIAL DISTRIBUTION: H09431UY6MJ	H09431UZ6MJ	H09431V06MJ		
			SERIAL DISTRIBUTION: H09431V16MJ	H09431V26MJ	H09431V36MJ		
			SERIAL DISTRIBUTION: H09431V46MJ	H09431V56MJ	H09431V66MJ		
			SERIAL DISTRIBUTION: H09431V76MJ	H09431V86MJ	H09431V96MJ		
			SERIAL DISTRIBUTION: H09431VA6MJ	H09431VB6MJ	H09431VC6MJ		
			SERIAL DISTRIBUTION: H09431VD6MJ	H09431VF6MJ	H09431VG6MJ		
			SERIAL DISTRIBUTION: H09431VH6MJ	H09431VJ6MJ	H09431VK6MJ		
			SERIAL DISTRIBUTION: H09431VL6MJ	H09431VM6MJ	H09431VN6MJ		
			SERIAL DISTRIBUTION: H09431VP6MJ	H09431VQ6MJ	H09431VS6MJ		
			SERIAL DISTRIBUTION: H09431VT6MJ	H09431VU6MJ	H09431VW6MJ		
			SERIAL DISTRIBUTION: H09431YT6MJ				
34	34	0	PASADENA APPL	<u>DEPLOYMENT SERVICES FOR PASA</u>			