Using the Katz Purchasing Application
Faculty and staff can purchase technology items from a University account using our online purchasing application.

Logging In
1. Go to http://www.katz.pitt.edu/purchasing
2. Enter your Katz user name and password into the supplied fields
3. Click Log In

From the main page, you may click on one links provided for commonly-requested items, or you can click on one of the category tabs at the top of the page:

What You’ll Find in the Categories
Desks: Standard and high-end desktop computers
Laptops: Standard, high-end, and tablet pc laptops for business applications
Printers: Printers for personal and departmental use
Software: Software available from Pitt’s Software Licensing Services for use on Katz-owned machines
Accessories: Computing accessories, including laptop cases, external hard drives, flash drives, webcams, headsets, wireless keyboards, spare laptop batteries, laptop docking stations, speakers, and printer toner
Monitors: Monitors from 19” to 25”
Order Custom Items: Don’t see what you need? Here you can order custom items from Apple, CDW-G, Dell, and GovConnection. Just supply the vendor information, item name and number, price, and quantity of your desired item. Note: not all items from a certain vendor (i.e. Dell) are available to us through Pitt’s punchout because of the university’s agreements with that and other vendors. We will notify you if a custom item is not available.
Non-SLS Software: If you have a business need for specific software that is not sold through Software Licensing Services, you may click on this tab and fill in all form fields provided. Software not previously vetted by Pitt’s Purchasing Department, Office of General Counsel, and CSSD may take up to five weeks to examine. Most commonly used academic software will not need to go through this process.

Purchasing Items
1. When you’ve found the item(s) you need, click the Add to Cart button
2. Answer any supplementary questions
3. Scroll to the top of the page
4. Review your order
5. When you’re done shopping, click the Submit My Request button
Checking Out – Faculty
1. Enter the Katz account you would like to be charged, if you know it
2. Add any additional comments
3. Click Submit this request

You will receive an email confirmation of your request for your records. Your request will be reviewed by both the Katz Finance department and the Katz IT department. You will receive further notification only if a request has been denied.

When your order arrives, the Katz IT Help Desk will send an email, and arrange for further configuration and setup, if necessary.

Checking Out – Staff
1. Select your department from the drop-down list
2. Enter any account information you may have
3. If you are purchasing the item(s) on behalf of another Katz faculty or staff member, type their name and email address in the gray box
4. Select the On behalf of unit. If the person is a faculty member, select Faculty from the list
5. Click Submit this request

You will receive an email confirmation of your request for your records. If you ordered items on behalf of someone else, that person will also receive a confirmation email. Your request will be reviewed by the Katz IT department and the Katz Finance department or your applicable department head. You will receive further notification only if a request has been denied.

When your order arrives, the Katz IT Help Desk will send an email, and arrange for further configuration and setup, if necessary.