

December 11, 2019

An Important Message from Information Technology Services

Subject: Ordering of Service Assets

Year-end is fast approaching. Have you ordered all the services assets (computers, laptops, etc.) you planned to purchase this fiscal? If not, there is still time. The deadline to issue a Purchase Order this fiscal is December 31st (Dell) January 31st.

IMPORTANT

- 1)** Dell Inc. is experiencing a shortage on Intel Processors. The deadline to issue a Purchase Order this fiscal is December 31st to mitigate the longer lead-time.
- 2)** In order for an item to be purchased out of this year's fiscal budget (2019/2020), it must be received in full by year-end (March 31st).

Ready to order? The requisition process (needs recognition, budget approvals, etc.) often takes days. Please contact Humber's [Request Fulfillment](#) Coordinator without delay.

Should you have any questions or concerns, please contact [Arthur Serwaczak](#), Manager of Technology Support, at X4738 before the January 31st deadline.