

MEMORANDUM

To: University Colleagues

From: Pat Walton, Director of Procurement

Date: 2/24/2026

Subject: Important Changes to Dell Procurement Process

As many of you are aware, the global solid-state memory market is currently experiencing extreme volatility. Between the massive demand for AI hardware and supply shortages, SSD and RAM prices are jumping almost weekly.

To make sure we aren't losing quotes or paying more than we have to, we need to change how we handle Dell orders, effective immediately.

Please follow these steps moving forward:

- **Get internal approvals first:** Please have all internal departmental and budget approvals before you request a quote. Orders will not be submitted on a requisition. Quotes can be requested from Govstech@apsu.edu
- **Expect price shifts:** Please build a small buffer into your budget expectations. Because the market is moving quickly, prices can change rapidly from one estimation to the next.
- **Send quotes to Procurement immediately:** As soon as you receive a quote, forward it to the Procurement team without delay. If a quote sits in an inbox for even a day or two, there is a chance Dell will void it, and we'll have to start over at a higher price.
- **Invoices will be paid with a payment authorization:** Invoices will be sent to departments to submit on a payment authorization requisition form in Govs Suite.

These changes are being implemented to reduce cancelled orders and wasted administrative effort. Please direct any questions or follow up comments to procurement@apsu.edu.

Thank you for your cooperation and patience.