



ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

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### **LAPTOP PURCHASE PROCEDURES:**

**Laptops are available for purchase at the Bookstore for \$500.00 for students. There are two ways to purchase laptops.**

1. Laptop Purchase available for Pell Eligible students.
  - a. Make sure you have enough of Pell to pay for it, if you are not sure, please call Financial Aid at 505-387-7442 or 505-387-7361. Request at the Bookstore for Laptop purchase. Sign off on purchase charge.
  - b. Pick up the receipt of the Purchase then take it to the IT Building for pickup.
  - c. Please call 505-387-7363 or 505-786-4208 to schedule a pickup of the laptop and give you information on how to take care of it, or email to [its@navajotech.edu](mailto:its@navajotech.edu).
  
2. Laptop Purchase using a credit card/debit card.
  - a. Request at the Bookstore or Business Office for Laptop purchase using a credit/debit card.
  - b. Run your credit/debit card at the Bookstore or at the Business Office then take the Purchase Receipt to the IT department.
  - c. Call IT at 505-387-7363 or 505-786-4208 to make sure someone is available to give you the laptop and information on how to take care of it or email [its@navajotech.edu](mailto:its@navajotech.edu).

**Laptops are available for purchase at the Bookstore for Employees at full cost but can be put on payroll deduction.**