

# New laptop

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If you wish to purchase a new laptop you can send an email to **bestellingen@strw.leidenuniv.nl** with your request.



When you decide you want a new laptop you can send an email to **bestellingen@strw.leidenuniv.nl**. Please send in this email:

- a full list of your specifications you wish or
- the link to the website where your laptop can be found or
- a basket/screenshot of you preferred config.

Please understand that it is not possible to order everywhere we want. For purchasing a laptop via the University there is a policy regarding the “Europeese Aanbesteding” which restricts us to using official business channels. More information about this policy can be found here :[Policy Computer acquisition](#). We are bound by the rules of the University, thus we must order at specific/selected vendors or resellers. This will cause some differences in the price and delivery times of the product compared to standard commercial prices.

For your config will obtain an offer, which you have to confirm.  
Then the laptop will be ordered.  
Upon arrival we will inform you it is ready for pickup.

Note: Any machine acquired the University Funds are owned by the University, so at the end of your appointment at the University you need to return the laptop to us. You are not allowed the 'buy' it for personal use.

From:  
<https://helpdesk.strw.leidenuniv.nl/wiki/> - **Computer Documentation Wiki**

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