# Faculty IT Equipment Request Form

Employee: _____ Supervisor: _____ Department: _____

　　Ticket Number: _____ Building: _____ Room/Desk Number: _____

## Computer

Mac or Windows? For Mac, the standard is a 13" M1/M2 MacBook Pro w/ 16GB RAM and 256GB SSD (Colors are gray and silver). For Windows, standard is a Dell Latitude in 13.3" or 14" screen sizes w/ i5, 16GB RAM, and 256GB SSD. (Only real difference between them is that the 13.3" is smaller and lighter compared to the 14".) Please contact your supervisor for a more in-depth explanation of models, and if there is need of an out-of-standard computer.

## Computer Hardware

Is there a business use-case for needing higher specifications on your new computer? (More RAM, better processor, bigger hard drive, etc) Why?

## Programs and Applications

Are there any special programs or applications that you use? (OCLC Connexion, ILLiad, Lightroom, Photoshop, ArcGIS, AutoCAD, etc.) Laptops come stock with MS Office suite, Chrome/Firefox, VLC, and Adobe Acrobat Pro. Each type of machine also has access to a software catalog. (Software Center for Dells and Self Service on Macs.) They are loaded with a lot more freeware that you may need in your role. Please note if there are any licensed applications, along with use-case, that may require purchasing.

## Monitors

Do you prefer 2x 24" monitors or 1x 27"? Our standard is USB-C hub monitors. Everything we need out of a dock comes in a monitor now. We already have both 24" and 27" USB-C monitors in stock. We'd order a second 24" "dumb" monitor for a dual monitor setup to match a 24" hub monitor. (Please note that M1/M2 MBPs can only do one monitor on one connection/adapter.) If there is a need for a higher quality monitor, please note the specifications needed for the monitor along with the business use-case.

## Peripherals

Wireless mouse/keyboard, speaker bar, webcam, headset, and a USB-C travel adapter is our standard for peripherals issued to a new employee. (We usually always have these on-hand and in stock.) Please ask if there's something specific needed! We can work with the CTA team to quote and order anything else that may be needed.

## Other

Any other special configurations or setup that is need for the new machine? Why?