

Staff IT Equipment Request Form

Employee: _____ Supervisor: _____ Department: _____

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

Computer

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 a 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) 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 the business 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. 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?