

### Which form should I use?

There are different ways to request IT items, and the process to request each is determined by the type of item needed. Some items we keep in stock locally, some items must be ordered upon request, and common, consumable items can be ordered directly from a departmental business office.

Please follow the below guide when requesting items as this will better assist you in getting your item quickly:

**Standard items that we keep in stock** can be requested by completing the “*Information Technology Deployment Request and Approval Form*”. Your assigned ‘IT Purchasing Approver’ will submit the form to Desktop Services for deployment via opening a LanDesk support request.

- PC (Standard & Developer Models)
- Laptop (Standard & Developer Models)
- Ultralight Laptop
- Docking Station (for Std , Dev & Ultralight Model Laptops)
- Monitors (22” and 24”)
- MS Office Upgrade (to receive MS Access)

\* Please note that large orders that request over (10) units of an item should be requested via the purchase request process below as we do not keep a large stock of items on-hand.

**Items that are not kept in stock will need to be ordered** directly from a vendor can be requested by completing the “*Information Technology Purchase Request and Approval Form*”. Your assigned ‘IT Purchasing Approver’ will submit the form via opening a LanDesk support request.

- Winterm (Thin Client)
- Tablet
- Special PC or Laptop
- Docking Station (for Tablet)
- iPad (with accessories)
- All Printers
- Projector
- Additional Laptop Cord
- Additional Laptop Battery
- Memory
- External Hard Drive
- All Software except for MS Office upgrade
- Other (non-standard) Hardware
- Larger purchases of 10+ items or totaling over \$10k

**Items that should be handled through your departmental business office:**

- Mobile Phone
- Laptop Bag
- External Keyboard
- Speaker Bar
- Webcam
- External Mouse
- Microphone
- USB Flash Drive
- iPad accessories without an iPad