






COMPUTER EQUIPMENT REQUEST FORM

Please use this form to request computer equipment for a new hire or an employee who requires a replacement device from your unit's Equipment Manager. Once the Equipment Manager receives the signed form, they will assess the unit's current inventory to determine whether the requested device is available or needs to be ordered through OIT.

Computer hardware is subject to change based on availability. Please see OIT's website for the current models, technical specifications, and associated costs: <https://www.oit.uci.edu/help/desktop/hardware-standards/>.

A copy of the signed form should be retained for recordkeeping purposes and included in backup documentation should new equipment need to be purchased. Due to potential supply chain delays, please allow at least five weeks for your request to be fulfilled.

Employee Name: _____	Equipment needed by: _____
UCINetID: _____	Primary workspace: <input type="checkbox"/> On-campus <input type="checkbox"/> Remote
Title: _____	Office location (if on-campus): _____

Computer	
Desktops <i>(includes wired Dell mouse and keyboard)</i>	
<input type="checkbox"/> OIT Standard Desktop  <ul style="list-style-type: none"> Options <ul style="list-style-type: none"> <input type="checkbox"/> Additional RAM <input type="checkbox"/> Optical disk drive 	<input type="checkbox"/> OIT Premium Desktop  <ul style="list-style-type: none"> Options <ul style="list-style-type: none"> <input type="checkbox"/> Additional RAM
Laptops	
<input type="checkbox"/> OIT Standard Laptop  <ul style="list-style-type: none"> Options <ul style="list-style-type: none"> <input type="checkbox"/> Upgraded processor <input type="checkbox"/> Additional RAM <input type="checkbox"/> Docking station <input type="checkbox"/> Wired mouse <input type="checkbox"/> Wired keyboard 	<input type="checkbox"/> OIT Thin and Light Laptop  <ul style="list-style-type: none"> Options <ul style="list-style-type: none"> <input type="checkbox"/> Docking station <input type="checkbox"/> Wired mouse <input type="checkbox"/> Wired keyboard
Tablet	
<input type="checkbox"/> OIT 2-in-1 Tablet  <ul style="list-style-type: none"> Options <ul style="list-style-type: none"> <input type="checkbox"/> Upgraded processor <input type="checkbox"/> Docking station <input type="checkbox"/> Wired mouse <input type="checkbox"/> Wired keyboard 	
Software Request <i>(beyond the standard software bundle e.g., Microsoft Office suite)</i>	

Computer this will replace (if applicable)

Monitor



OIT Dell Standard 24" LCD Monitor

Quantity requested: _____

Budget

Our unit's budget allows for the potential purchase of new computer equipment should the requested item(s) not be available in our unit's current inventory.

Yes

No

KFS Account: _____

Project Code (optional): _____

Fiscal Officer: _____

Notes

Approvals:

Supervisor Name

Supervisor Signature

Date