

<b>Description</b>
Tablets requests, Non Standard (high specs) machines (PC/Laptop) for Faculty and Staff
PC/Laptop for school or office use
External Hard disks (IT not being responsible for the Data)
Monitor above the approved standard one
New Apple machine not replacing an existing one
Docking Stations / keyboard and mouse / External screen / additional accessories (headsets, cams)
USB sticks
PC/Laptop for Part timers, consultants or assistants
Non standard Paid Software requests
Replacement of a PC, Laptop or screen unless redeemed technically problematic by the IT Dept. or exceeding the approved standard life cycle
Laptop for staff (grade 12 and below)
Standard scanner for Department
Departmental or large format scanner or Printer
Personal use color laser / departmental printer or scanner
Permission to include/exclude a specific website from the web Filter
Approval for permanent international dialing
Permanent permission to send any of the all email distribution lists
Permanent permission to send to all faculty or student within the same school or Dept
2nd Machine/Screen
All IT department equipment outside the normal standard requests (non standard Laptops, Macs, Large screens, Dept. Scanner, Tablets, 2nd machine, 3 years old PC/Laptop replacement, wireless sets, dockings etc.)

Standard Life cycle Laptops  
Standard Life cycle for PCs  
Standard life cycle for monitors  
Standard monitors Size  
Standard monitors - Directors, Chairs & above

Approval		
Faculty	Staff	Provide technical need
Dean	VP	Yes
Dean	AVP	Yes
Dean	AVP	Yes
Dean	VP	Yes
Dean	VP	Yes
Dean	AVP	Yes
Chair	Director	Yes
Provost	VP	Yes
Dean	AVP	Yes
Provost	VP	Yes
Dean	AVP	Yes
Chair	Director	Yes
Dean	AVP	Yes
Dean	VP	Yes
Dean	AVP	Yes
Dean	VP	Yes
Provost	VP	Yes
Dean	AVP	Yes
Provost	VP	Yes
	AVPIT	NA

5

6

None

22"

24"