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# Laptop Request

## Laptop Request

Use this form for all laptop requests during 2020 – COVID special operating procedure applies. (You may fill this out for someone else.)

### \* Opened on Behalf of ?

If you are opening a request on behalf of yourself, there's no need to change this since it should default to your user name. If you're opening a request on behalf of another user though, you can fill in their user name here and the service organization will know to contact them directly for followup. ✕

System Administrator

### \* Email

admin@example.com

### \* Phone

23456789

### User ID

admin

### Company

Wipro Elite Corp

### Department

IT

### Location

United States

### \* What best describes your role at YU?

- ☐ Full-time Faculty
- ☐ Part-time Faculty
- ☒ Full-time Staff
- ☐ Part-time Staff

\* If staff, which of the following functions best describes your role?

- ☐ Payroll
- ☐ Admissions
- ☐ Registrar's Office
- ☐ Financial Aid
- ☐ Financial Operations
- ☒ Advancement
- ☐ Information Technology
- ☐ None of the above/another role

\* Is this a new hire at YU?

- ☒ Yes
- ☐ No

\* Is this request to replace an existing YU laptop you are currently using?

- ☒ Yes
- ☐ No

\* If your current machine is not working, the first step is for the Help Desk to attempt to diagnose problems, whether it is owned by YU or your own personal computer. Have you already contacted the Help Desk?

- ☒ Yes, and my machine cannot be fixed.
- ☐ No, I will email the Help Desk now at helpdesk@yu.edu for assistance.

\* Select the items requested:

- ☐ Laptop
- ☐ Document camera
- ☒ Drawing tablet (for writing equations, whiteboard..)
- ☐ Headset
- ☐ 2nd Monitor
- ☐ Web Camera
- ☐ Desk Phone
- ☒ Others

Other

\* Please provide a business justification for the items selected above. (Please include your department/role)

## Approver Information


The Approver is the YU Employee to whom the User reports, or the YU Employee authorized by the Department to approve this request on behalf of the User.

\* Please Search for the Approver

 Abraham Lincoln

Additional Information

Additional Information/Special Instructions

 Save...

Request