

## Device Procurement Guide

### 1. Who is eligible to request a new device?

- Full-time employees after 90 days of employment.

### 2. How to request a laptop:

- Log in to the IT portal.
- Submit a "New Device Request" form.
- Approval needed from department head.

### 3. Available Devices:

- Dell Latitude 7430
- MacBook Pro 13"
- Lenovo ThinkPad X1 Carbon

### 4. Accessories provided:

- Docking station, mouse, keyboard, and carrying case.

### 5. Timeline:

- Approved requests are fulfilled within 5-7 business days.