

TechFlow Solutions

IT Equipment Request Form

Technology Procurement and Asset Management Framework

Form Information - Form Title: Information Technology Equipment Request - **Form Number:** TFS-IT-002 - **Version:** 2.8 - **Effective Date:** January 1, 2025 - **Department:** Information Technology / Operations - **Process Owner:** Kevin Chen, IT Director - **Approval Authority:** IT Department / Finance (based on amount) - **Asset Management Integration:** ServiceNow Asset Management

Request Instructions and Guidelines

Submission Requirements

Request Timeline: All equipment requests should be submitted at least 2 weeks prior to needed date. Complex or custom configurations may require 4-6 weeks lead time. Emergency requests require VP-level approval and may incur expedited shipping costs.

Budget Considerations: Standard equipment replacements follow established refresh cycles. New equipment or upgrades require budget approval and cost center allocation. Equipment over \$2,500 requires competitive quotes from approved vendors.

Security and Compliance: All requested equipment must comply with TechFlow Solutions security policies and industry standards. Equipment requiring special configurations or software installations will be processed through IT Security team for approval.

Equipment Categories and Standards

Standard Computing Equipment: - Desktop computers (Dell OptiPlex series or equivalent) - Laptop computers (Dell Latitude/XPS or MacBook Pro for design roles) - Monitors (Dell UltraSharp series, minimum 24" for standard users) - Keyboards and mice (wireless preferred for mobility) - Docking stations for laptop users

Specialized Equipment: - High-performance workstations for data analysis and development - Multiple monitor setups for trading, development, or design work - Graphics tablets and specialized input devices - Video conferencing equipment and cameras - Audio equipment for multimedia and communication

Mobile Devices: - Smartphones (iPhone or Samsung Galaxy series) - Tablets

(iPad Pro or Microsoft Surface for business use) - Mobile hotspots and cellular data devices - Portable external batteries and charging accessories

Networking and Infrastructure: - Wireless access points and networking equipment - Network attached storage (NAS) devices - VPN hardware tokens and security devices - Cable management and infrastructure components

Employee Information Section

Requestor Details: - Full Name: _____

- Employee ID: _____ - Department: _____

- Job Title: _____ - Direct
Manager: _____ - Work

Location: Corporate Office Remote Hybrid Client Site - Email

Address: _____ - Phone Num-

ber: _____ - Cost Center:

Request Date: _____ **Requested Delivery Date:**

_____ **Urgency Level:** Standard High Priority

Emergency

Current Equipment Inventory: - Asset Tag Numbers: _____

- Equipment Being Replaced: _____

- Reason for Replacement: End of Life Repair Cost Exceeds Value Perfor-
mance Issues New Requirement

Equipment Request Details

Primary Equipment Request

Equipment Type: Desktop Computer Laptop Computer Monitor Mobile
Device Networking Equipment Other: _____

Specific Model/Specifications Requested: - Brand Preference:

_____ - Model Number

(if known): _____ - Op-

erating System: Windows 11 macOS Linux Chrome OS Other:

_____ - Processor Requirements:

- Memory (RAM): 8GB 16GB 32GB 64GB Other: _____

- Storage: 256GB SSD 512GB SSD 1TB SSD 2TB SSD Other:

Display Requirements: - Monitor Size: 24" 27" 32" 34" Ultrawide
Dual Monitor Setup - Resolution: 1920x1080 2560x1440 3840x2160 (4K)

Other: _____ - Special Features: Touch Screen Color
Accuracy High Refresh Rate USB-C Hub

Business Justification

Primary Use Case: Standard Office Work (Email, Documents, Web Browsing) Data Analysis and Business Intelligence Software Development and Programming Graphic Design and Video Editing Sales and Customer Presentations Remote Work and Video Conferencing Specialized Software Applications Other: _____

Detailed Business Justification: Please provide specific details about how this equipment will be used and why current equipment is insufficient:

Performance Requirements: - CPU-intensive tasks: Yes No - GPU-intensive tasks: Yes No - Memory-intensive applications: Yes No - Storage-intensive operations: Yes No - Multi-tasking requirements: Light Moderate Heavy

Software Requirements: List specific software applications that will be used with this equipment: _____

Mobile Device Specifications

Device Type: Smartphone Tablet Laptop/2-in-1 Smartwatch Other: _____

Operating System Preference: iOS Android Windows No Preference

Carrier/Connectivity Requirements: Verizon AT&T T-Mobile WiFi Only Company Plan BYOD Allowance

Storage Capacity: 64GB 128GB 256GB 512GB 1TB

Special Features Required: High-quality camera Large screen Stylus support Ruggedized design Biometric security

Peripheral and Accessory Requests

Input Devices: Wireless keyboard Ergonomic keyboard Mechanical keyboard Wireless mouse Trackball mouse Graphics tablet Webcam Headset Standing desk Monitor arm

Connectivity and Docking: Docking station USB-C hub KVM switch Cable management Power strips UPS battery backup

Audio/Visual Equipment: External speakers Noise-canceling headphones
Video camera Lighting equipment Microphone Document camera

Network and Security Equipment

Networking Requirements: Wireless access point Network switch Router
Cable modem VPN appliance Firewall

Security Equipment: Hardware security key Smart card reader Biometric scanner
Encrypted storage device Secure shredder

Technical Specifications and Requirements

Performance Requirements

Computing Performance Needs:

Requirement Category	Standard	High Performance	Specialized
Processor	Intel i5/AMD Ryzen 5	Intel i7/AMD Ryzen 7	Intel i9/AMD Ryzen 9/Xeon
Memory (RAM)	16GB	32GB	64GB+
Storage	512GB SSD	1TB SSD	2TB+ NVMe SSD
Graphics	Integrated	Dedicated GPU	High-end GPU

Check all that apply to your role: Video editing and rendering 3D modeling and CAD work Data analysis with large datasets Software compilation and development Virtual machine hosting AI/ML model training Real-time data processing Multi-monitor productivity work

Software and Application Requirements

Operating System: Windows 11 Pro Windows 11 Enterprise macOS
Linux Distribution: _____

Required Software Applications: Microsoft Office Suite Adobe Creative Suite AutoCAD Salesforce Development Tools (specify): _____
Data Analysis Tools (specify): _____ Industry-Specific Software (specify): _____

Security Software Requirements: Endpoint protection (CrowdStrike) VPN client Encryption software Mobile device management (MDM) Certificate management

Connectivity and Integration

Network Connectivity: Ethernet (wired) WiFi 6/6E Bluetooth 5.0+ Cellular (4G/5G)

Port and Connection Requirements: USB-A ports (quantity: ____)
USB-C/Thunderbolt HDMI DisplayPort Audio jack SD card reader
Ethernet port Docking connector

Peripheral Integration: Multiple monitor support External storage compatibility
Printer/scanner integration Video conferencing equipment Specialized input devices Audio equipment

Cost and Budget Information

Equipment Costing

Estimated Equipment Cost: - Primary Device: \$ ____
- Accessories/Peripherals: \$ ____ - Software Licenses: \$ ____
- Setup and Configuration: \$ ____
- Total Estimated Cost: \$ ____

Budget Allocation: - Department Budget: \$ ____ -
Project Code (if applicable): ____ - Capital vs. Operating Expense: CapEx OpEx - Cost Center Approval: Confirmed Pending

Lease vs. Purchase Analysis: Purchase outright 3-year lease 4-year lease
Financing option Cost comparison requested Refresh cycle consideration

Total Cost of Ownership

Additional Costs to Consider: - Annual software licensing: \$ ____
- Maintenance and support: \$ ____ - Insurance and warranty: \$ ____
\$ ____ - Training and setup time: \$ ____
\$ ____ - Potential productivity improvement: \$ ____

Cost Justification: Explain how this equipment investment will provide value to the organization: _____

Security and Compliance Requirements

Data Classification and Handling

Data Classification Levels: Public Internal Confidential Restricted
Top Secret

Compliance Requirements: SOX compliance (financial reporting) HIPAA
(healthcare data) GDPR (personal data) SOC 2 (security controls) Industry-
specific regulations: _____

Security Features Required: Full disk encryption Biometric authentication
Smart card reader TPM chip Secure boot Remote wipe capability
VPN-only network access Endpoint detection and response

Access Controls and Monitoring

User Access Level: Standard user Power user Local administrator
Domain administrator

Monitoring and Audit Requirements: Activity logging File access monitoring
Email monitoring Web usage tracking Application usage analytics

Physical Security: Cable lock required Secure storage when not in use
Asset tracking tag Tamper-evident seals Biometric locks RFID tracking

Remote Work Considerations

Remote Work Setup: Home office equipment Traveling consultant setup
Client site work Hybrid office/remote

Security for Remote Work: VPN always-on configuration Secure home
network setup Cloud backup and sync Remote monitoring and support
Incident response procedures Physical security training

Approval Workflow and Authorization

Manager Approval

Direct Manager Review: Business justification reviewed and approved
Budget allocation confirmed and available Equipment specifications appropriate for role
Timing and urgency level justified Compliance with department standards

Manager Comments: _____

Manager Approval: - Name: _____
- Title: _____ - Sig- _____

nature: _____ - Date: _____

IT Department Review

Technical Review Checklist: Specifications meet business requirements
Equipment compatible with existing infrastructure Security requirements identified and documented Software licensing requirements identified Setup and configuration plan developed

IT Security Review: Security risk assessment completed Compliance requirements verified Endpoint protection plan confirmed Data classification handling approved Remote access security validated

IT Approval: - Reviewed by: _____

- Title: _____ - Technical

Notes: _____ - Estimated

Setup Time: _____ - Signature: _____

- Date: _____

Finance Approval (if required)

Financial Review (for equipment >\$2,500): Budget availability confirmed Cost center allocation verified Purchase order process initiated Competitive quotes obtained (if required) Depreciation schedule planned

Finance Approval: - Reviewed by: _____

- Budget Code: _____ - PO Number: _____

- Signature: _____ - Date: _____

Procurement and Delivery Information

Vendor and Sourcing

Preferred Vendors: Dell Technologies Apple Business Lenovo HP Enterprise Amazon Business CDW Insight Other: _____

Procurement Method: Standard vendor catalog Competitive bidding
Sole source Existing contract pricing Emergency purchase

Quote Requirements: Single quote (under \$1,000) Three quotes required
RFP process Vendor demonstration required Pilot/trial period

Delivery and Setup

Delivery Location: - Shipping Address: _____

- Building/Floor: _____ - Con-

tact Person: _____ - Phone
for Delivery: _____ - Special Delivery Instructions:

Setup Requirements: Basic unboxing and placement Full configuration and setup Data migration from old equipment Software installation User training and orientation Integration testing

Timeline Requirements: - Requested Delivery Date: _____
- Setup Appointment Preferred: _____ - Go-Live Date: _____
- Training Date (if needed): _____

Asset Management and Lifecycle

Asset Tracking

Asset Management Information: - Asset Tag Assignment: _____
- Serial Number: _____ - Warranty Information: _____
- Insurance Coverage: Standard Enhanced
None

Lifecycle Planning: - Expected Useful Life: _____ - Refresh Date: _____ - Disposal Method: Recycle Donate Trade-in Secure destruction

Maintenance and Support

Support Level: Standard warranty Extended warranty Premium support
On-site service Next business day 4-hour response

Maintenance Schedule: Automatic updates Scheduled maintenance windows User-initiated updates IT-managed updates only

Training and Documentation: User manual provided Training session scheduled Online resources available Peer support identified

Environmental and Sustainability Considerations

Environmental Impact

Energy Efficiency: ENERGY STAR certified Low power consumption Automatic power management Renewable energy compatible

Sustainable Materials: Recycled content materials Conflict-free minerals Reduced packaging Biodegradable components

End-of-Life Planning: Manufacturer take-back program Certified e-waste recycling Data destruction certificate Component refurbishment

Corporate Sustainability Goals

Alignment with Company Initiatives: Carbon footprint reduction Circular economy principles Sustainable supply chain Environmental certification

Reporting and Metrics: Energy consumption tracking Lifecycle cost analysis Environmental impact assessment Sustainability reporting

Emergency and Expedited Requests

Emergency Request Justification

Emergency Criteria (check all that apply): Critical business function failure Employee unable to work Customer-facing system down Security incident response Executive priority Revenue-impacting outage

Detailed Emergency Justification: _____

Alternative Solutions Considered: Temporary loaner equipment Remote desktop solution Mobile device workarounds Shared equipment usage Cloud-based alternatives None viable

Expedited Processing Authorization

Expedited Request Approval: - VP/Director Approval Required for Emergency Requests - Name: _____

- Title: _____ - Business Impact Statement: _____

Signature: _____ - Date: _____

Express Shipping Authorization: Overnight shipping approved (additional cost: \$_____) Same-day delivery approved (additional cost: \$_____) Standard shipping acceptable

IT Processing and Fulfillment

IT Department Processing

Request Processing: - Received Date: _____ - Assigned Technician: _____ - Processing Priority: Low Normal High Emergency - Estimated Completion: _____

Technical Configuration: Standard image deployment Custom configuration required Software installation list attached Security hardening applied Network configuration completed User account setup

Quality Assurance: Hardware functionality tested Software installation verified Security configuration validated User acceptance testing Documentation completed Asset management updated

Delivery and User Acceptance

Equipment Delivery: - Delivery Date: _____ - Delivered by: _____ - Received by: _____ - Condition on Delivery: _____
Excellent Good Damaged

User Training and Orientation: Basic setup training completed Software orientation provided Security policies reviewed Support contact information provided User manual and documentation delivered

User Acceptance: Equipment meets requirements Performance satisfactory All requested software installed Issues identified and resolved Training adequate Support contacts established

User Signature: _____
Date: _____

Post-Implementation Review

30-Day Follow-up

Performance Assessment: Equipment performing as expected Productivity improvement achieved User satisfaction high Technical issues resolved Training needs met Support responsive

Issues and Resolutions: _____

Cost-Benefit Analysis

Actual vs. Estimated Costs: - Equipment Cost: Estimated \$_____ Actual \$_____ - Setup Cost: Estimated \$_____ Actual \$_____ - Training Cost: Estimated \$_____ Actual \$_____ - Total Cost: Estimated \$_____ Actual \$_____

Productivity Impact: Significant improvement Moderate improvement Minimal improvement No measurable change Requires additional optimization

Lessons Learned: _____

Contact Information:

IT Support: - IT Helpdesk: helpdesk@techflowsolutions.com | (555) 123-4567 -
Asset Management: assets@techflowsolutions.com | (555) 123-4568 - Emergency
IT: emergency-it@techflowsolutions.com | (555) 123-4911

Procurement: - Purchasing Department: purchasing@techflowsolutions.com -
Vendor Relations: vendors@techflowsolutions.com

This form and associated IT policies are subject to change. Employees are responsible for compliance with current policies available on the company intranet.