

Computer Request Policy

The increasing number of requests for computers has created the necessity for a college-wide policy, which follows:

NYIT recognizes its responsibility to provide our employees with the appropriate tools for them to fulfill their responsibilities and business of the institution. To that end, NYIT will provide an appropriate computer for all of those who need one for the performance of their duties. Generally this will be a networked, desktop computer. The Office of Information Technology and Infrastructure in conjunction with an area supervisor will determine the appropriate computing capacity a person requires to meet the responsibilities of his or her position.

In some rare instances a laptop computer may be more appropriate than a desktop. That request and determination should be made via the employee's supervisor with the final approval belonging to the person in the normal purchasing approval chain for computer-level purchases in an area. The Office of Information Technology and Infrastructure will again assist in the determination of the appropriate computer capacity and model. Those who receive a laptop (which is generally much more costly than a desktop) will receive a docking station for the laptop in their office or offices. Employees should not expect NYIT to provide them with more than one computer.

New Computer Request Form

PLEASE BE SURE TO READ THE INSTRUCTIONS BEFORE APPLYING.

1. Fill out this form completely where specified.
2. The request must have the department head's signature in order to be processed by ITI.
3. Send this paperwork to Service Central Green Lodge room 103. Make a copy for your records.
4. You may contact Service Central at (516) 686-1400 or servicecentral@nyit.edu to follow up on your request.

The new employee is : Faculty Staff

First Name: Last Name: Department: Campus:
Building: Room Number: Phone Ext. E-mail:

Is there an existing computer to use? Yes No

If no, I would like to request a: Desktop Laptop **Operating:** PC Mac

1) Please specify the required software for the new employee:

2) Please list **EXISTING** printers, scanners, etc. that will be used:

3) Please list **REQUESTED** peripheral hardware:

PLEASE NOTE: Desktop Support will ONLY provide you with a QUOTE for requested peripherals. All purchases go through your department

4) If known, please list any shared drives needed:

Please note: Be sure to set up an e-mail retention folder upon receipt of your new computer to comply with NYIT E-mail Retention Policy

DEAN OR DEPARTMENT HEAD APPROVAL

PLEASE DO NOT WRITE IN THE SPACE BELOW

Request Approved
(signature)

Name:

Title:

Department:

Date:

Telephone:

RemedyForce Ticket #:

Approved: Yes No

Asset Tag

Serial No.

Monitor Asset Tag

Monitor Serial

If not approved, state reason: