

## Hardware Requests

All IT hardware requests need to be submitted by a manager on a IT support ticket. Once the request is approved, the order will be placed, and we will determine where the equipment gets charged.

There are standard equipment deployments for each role in the organization. If the hardware request falls outside of the scope of that equipment, then we need to understand the purpose prior to any equipment being ordered. This is to help ensure we do not have another solution already available or a potential better solution we can recommend.

Please make sure you submit your hardware requests within a timely manner. We do not keep large supplies of our standard equipment so it can take up to a week to receive equipment and prepare it for use.