**Checklist Form**

Please ensure that all the items are completed to ensure that the request for a non-standard device adheres to the ITS approval process. By completing this form, you will ensure that your request is dealt with promptly which will reduce unnecessary delay.

|  |  |  |
| --- | --- | --- |
|  | **Items** | **Mandatory/Optional** **Comments / Explanation**  |
|  | Have you read the device policy, and do you confirm compliance and acceptance with the policy and procedures? | Yes [ ]  | No [ ]  |
|  | Please enter your Ivanti ticket reference number. | Click or tap here to enter text. |
|  | Full name of line manager sponsoring this request. | Click or tap here to enter text. |
|  | Email address of line manager sponsoring this request. | Click or tap here to enter text. |
|  | Who is this device for? | Click or tap here to enter text. |
|  | What is their job title? | Click or tap here to enter text. |
|  | Does this user already have a QMUL device? | Yes [ ]  | No [ ]  |
|  | If yes, please give details of the other device and the reason for requesting an additional device. | Click or tap here to enter text. |
|  | Apple/Windows/Linux | Apple [ ]  | Windows [ ]  | Linux [ ]  |
|  | APPLE DEVICES ONLYSome apps are not supported by Apple’s operating system.QMUL Apple Mac's are provided with the following default software.  * MS Office, including Teams, Outlook, Powerpoint, OneNote, Excel, & Word
* Horizon
* Firefox
* Chrome
* RDS client
* SPSS 27
* Endnote
* Emacs
* Mitel Micollab client
* Adobe apps - individual licences must be acquired from Business Support.
 | You can find full details of standard software provided with QMUL devices here:<https://www.its.qmul.ac.uk/services/service-catalogue-items/items/desktop-managed-service-staff.html>[ ]  I acknowledge and understand this statement and I wish to continue with this Apple Mac request. |
|  | Please state the business case (rationale) for the non-standard device i.e. why do you need this device to be non-standard? If this is due to supporting specialist software, please provide details. |
|  | Click or tap here to enter text. |
|  | All requests for a non-standard device must be authorised by your line Manager or Academic (e.g. PhD supervisor).Please note, even if the request is approved by your Line Manager or Academic (e.g PhD supervisor) ***ITS approval is still required, and this will be obtained once request has been reviewed.***Name of Line Manager: Click or tap here to enter text.I approve this request [ ] Date: Click or tap here to enter text. |
|  | State the funding source for the device (if applicable).  | [ ]  ITS [ ]  Department/School[ ]  Research allowance[ ]  Research grant[ ]  Other (please state below)Click or tap here to enter text. |
|  | What is the budget code for the new device purchase? (if applicable).*For Department/School and Research grant funded purchase. The service desk may need to consult the school/department to obtain this information. Not all users will have this information. Please obtain budget holder approval where appropriate.* | Click or tap here to enter text. |
|  |
|  | Service Management Office review and comments: | Click or tap here to enter text. |
|  | Case approved  | Yes [ ]  | No [ ]  |
|  |

***Note for Service Desk staff***

Once all information listed above is captured, please forward the original ticket to the appropriate group for further consultation / approval as required (e.g ITS-R). *Do not raise child tickets which cause confusion and delay.*