**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 ONLY  Some 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.*