Request for Non-Standard Computing Device

You should complete this form when requiring any non-standard computing equipment. By submitting this form, you agree to comply with any requirement that GTIIT places on the use of the machine and to comply with any process to protect GTIIT data assets.

Please contact the IT Department for the technical consultancy and the Procurement Team for the latest purchasing policy. The fully completed form should be submitted to [itsupport@gtiit.edu.cn](mailto:itsupport@gtiit.edu.cn), please allow up to five working days for a response.

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| **Applicant (Full Name)** |  | | | **Date:** |  |
| **Department/Faculty** |  | | | | |
| **Email address** |  | | | | |
| **Requested device:**  *List any part numbers or technical requirements.* | | | | | |
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| **Justifications for the requirement and on-going support:**  *Detail what feature is required that the university standard devices do not offer, e.g. CPU performance.* | | | | | |
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| **Financial Justification:**  *Please confirm that budget holder has approved for the spend and how value for money will be demonstrated.* | | | | | |
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| **Signed approval by:**  *(At least the level of Dean of Faculty or Pro-Vice Chancellor)* | | | **Signed approval by:**  *IT Director* | | |
| Print Name: | | Signature: |
| Date: | | | Date: | | |