



# Kapi'olani Community College Technology Procurement Form

CELTT provides only one (1) computer per faculty/staff, either a desktop or a laptop.

Requestor Information:

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

Items for Purchase: (select all that apply)

All computers are preinstalled with software including: Microsoft Office 2021, Zoom, Antivirus Software and File Encryption Software.

QTY	ITEM	SPECIFICATIONS
<input type="checkbox"/>	Windows Desktop	24" 1920x1080, Intel i3/i5, 8GB Ram, 512GB SSD, Webcam
<input type="checkbox"/>	Windows Laptop	14" 1920x1080, Intel i3/i5, 8GB Ram, 512GB SSD, Webcam
<input type="checkbox"/>	Apple Desktop	27" 2560x1440, Intel i3/M1, 8GB Ram, 512GB SSD, Webcam
<input type="checkbox"/>	Apple Laptop	13.3" 1680x1050, Intel i3/M1, 8GB Ram, 512GB SSD, Webcam
<input type="checkbox"/>	2nd Monitor (Windows Only)	Additional to existing monitor, determined by inventory/availability
<input type="checkbox"/>	Other	Please list below and/or attach item documents

Other Technology/Specifications:

Reason for Request, "Why the Purchase is Necessary":

### Procedures for submitting the Technology Procurement Form:

1. Complete the *Requester Information* section.
2. Identify the quantity for each item listed.
3. Complete the *Other Items* section if your item is not listed.
4. Complete the *Reason for Request* section.
5. Submit the form to CELTT:  
Email: [edouard@hawaii.edu](mailto:edouard@hawaii.edu)