

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 (subject to change)
	Windows Desktop	24" 1920x1080, Intel i5, 16GB Ram, 512GB SSD, Webcam, Wifi, Bluetooth
	Windows Laptop	14" 1920x1080, Intel i5, 16GB Ram, 512GB SSD, Webcam, Wifi, Bluetooth
	Apple Desktop	27" 2560x1440, M2, 16GB Ram, 512GB SSD, Webcam, Wifi, Bluetooth
	Apple Laptop	15.3" 2880x1864, M3, 8GB Ram, 512GB SSD, Webcam, Wifi, Bluetooth
	2nd Monitor <small>(Windows Only)</small>	Additional to existing monitor, approved by inventory/availability
	B&W Printer	Department is responsible for Paper and Toner (Toner ~\$120)
	B&W MFC Printer	Department is responsible for Paper and Toner, Copy & Scan (Toner ~\$120)
	Color Printer	Department is responsible for Paper and Toner (Toner ~\$450)
	Color MFC Printer	Department is responsible for Paper and Toner, Copy & Scan (Toner ~\$450)
	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