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IT Hardware Purchasing Processes, Standards, and Recommendations



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Standard Computing Equipment

This standard computing equipment is provided to all permanent full-time employees. This equipment needs to be requested by hiring managers via an IT Support Request as soon as a position is posted for hire. When the equipment arrives, IT Technicians will configure and install the equipment. Laptops are standard issue devices, but desktops are also issued for use in shared areas where the equipment is not assigned directly to an employee. Laptops and desktops are automatically replaced every 4 years through District funds.

- Laptop: HP ProBook 640 G8
- Monitor: HP 24in 1080p LCD Display
- Keyboard and Mouse: Standard USB wired keyboard and mouse.
- Docking Station: HP USB Docking Station
- Included Accessories: Second power adapter, laptop carrying bag

Add-Ons and Upgrades:

- Second Monitor: HP 24in 1080p LCD Display
 - One monitor is provided as part of an employee's standard equipment. If a second monitor is needed, the employee's supervisor must purchase using funds from their budget. When equipment is replaced every 4 years, any secondary monitors to be replaced will need to be encumbered from the supervisor's budget as well.
- Touchscreen/Convertible Laptop: HP ProBook x360 Convertible Laptop
 - The standard laptop can be upgraded to an HP ProBook x360, which has a screen that folds back to form a tablet with a touchscreen. Supervisors of employees requesting this model will need to pay the cost difference from the standard laptop for the initial purchase and in future replacement cycles.

Optional Computing Devices

- Tablet: Apple iPad
 - The iPad is the District standard for tablet devices. Please work with IT to determine which model is most suitable for your application. IT places all orders for tablets and will deliver upon receipt.

Accessory Recommendations

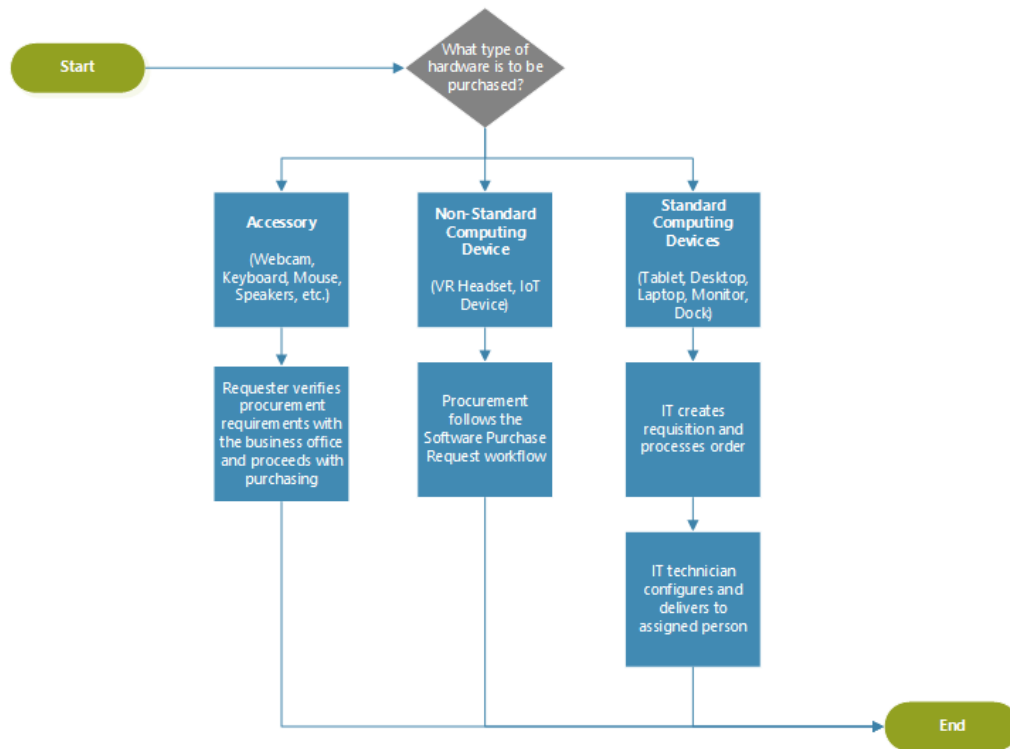
Accessories such as keyboards, mice, webcams, speakers, headsets, etc. can be ordered directly from vendors such as Office Depot. The devices listed below have been tested and found to perform well with existing systems.

- Webcam: Logitech C920S USB Camera
- Phone/Computer/Bluetooth Headset: Plantronics Savi W745-M
- Computer-Only Headset: Logitech H390 USB Headset

Purchasing Workflow

The following workflow outlines the purchasing process for IT hardware and accessories. It is also available as a PDF document via the link at the bottom of the article.

Hardware Purchase Workflow



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[Hardware Purchasing Process _ Rev 05-19-2022.pdf](#)

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