



New Equipment Request Form

Section A: Description

Employee Name: _____

Device/Software Requested: _____

Estimated Cost: _____ Quantity Requested: _____

Location of Device/Software: _____

Justification of Business Need:

Required Date of Completion: _____

Section B: Funding Source

Cost Center: _____ Internal Order (if applicable): _____

CFC: _____ Fund # (if applicable): _____

Source of Purchase (*IT Office to complete*): Invoice UShop U of T credit card

*** Please note:

- A standard DELL desktop computer and monitor are provided and paid through central funds
- Approved Mobile Phones are provided and paid through central funds
- All other requests must be funded through a departmental account

Section C: Approval & Authorization

Department Head Signature: _____

Department Head Name / Title: _____

Date: _____

*** Please note for mobile devices and laptop computers: justification and approval are determined by considering (but not limited to) the following criteria:

For Mobile Phone:

- The job requires the employee to be immediately available to receive and/or make frequent business calls outside of working hours.
- Employee is on-call outside of normal work hours.
- Safety requirements dictate that having mobile/remote communication capabilities is an integral part of performing job duties.
- All requests for mobile phones must be approved through Steve Miszuk, Director, Facilities & Infrastructure Planning, or Cristina Amon, Dean.

For Other Mobile Devices (Laptops, Tablets etc.):

- More than 50% of work is conducted away from the employee's work station.
- Employee regularly attends meetings where he or she requires access to data.
- Other special circumstances approved by the Engineering ITS.

Section D: Acknowledgement of Responsibilities & Obligations

All equipment will be procured, configured, and delivered to the user by the Engineering ITS helpdesk@ecf.utoronto.ca.

All equipment, computers, laptops, and other devices as well as software provided by the Faculty of Applied Science and Engineering for employee use are the property of the University, and are intended to be used in a manner that is consistent with the University's mission and guidelines outlined below:

1. Employees must use discretion and abide by University privacy regulations pertaining to sensitive information as transmissions may not be secure.
2. Reasonable personal use does not include in any circumstances the accessing, storage or distribution of unlawful or otherwise inappropriate information.
3. Employees are expected to abstain from any action that violates the manufacturer's warranty (e.g. jailbreaking).
4. Mobile devices are considered property of the University and are to be returned when: i) no longer required for University purposes, or, ii) at the discretion of the Engineering ITS. A mobile device and associated account remain under the University's authority and may be reassigned or discontinued. When reclaiming mobile devices they must be returned to either a supervisor or the Engineering ITS and will be cleared of data by the Engineering ITS.
5. If the mobile device is a phone, department authorities can ask to inspect it or review the billing charges at any time. The University recognizes that mobile phones will incur incidental personal use. Any overage charges will be reviewed on a case-by-base basis. An overage charge found to be caused by significant personal use (including roaming, long-distance, airtime, data and text) will be reimbursed to the University by the employee.
6. An employee who has been given access to a device does not, in general, have the authority to extend that privilege to anyone else. Individuals are responsible for the actions taken under their identity.
7. Employees must avoid changing any identifying aspects of the device, configure and maintain at all times a passcode to gain access to the device, set an idle timeout that will automatically lock the device after a short period of time, and keep all software (including the operating system and applications) up-to-date.
8. All devices issued will be entered into an Asset Management Database by the Engineering ITS. Apple devices must be enrolled in the "Find My iPhone" service to help locate the device if misplaced. Mobile Fusion Client must be installed on all mobile devices with email access. Instructions will be provided by the Engineering ITS. (In case of any difficulty when installing Mobile Fusion Client, contact the Engineering ITS: helpdesk@ecf.utoronto.ca)
9. **Loss, damage or theft of a mobile device needs be reported** as soon as reasonably possible to the Engineering ITS. If an employee suspects access to his or her account has been compromised, they have an obligation to bring the situation promptly to the attention of the ITS Engineering staff.
10. Employees must also read and adhere to the security baseline requirements set by the University. They can be found in Appendix 4 of the Information Security Guidelines at http://www.its.utoronto.ca/rules-and-regulations/regulations_guidelines/informationsecurity/Security_Baseline.htm. As stated in the above document, all laptops have to be encrypted before use by the Engineering ITS, and **cannot be used until they have been encrypted**.

I acknowledge that I have read and agree to the terms and conditions of use of equipment and devices. I shall undertake to protect all equipment and devices; should any equipment or device be lost, stolen, or compromised in any manner, I shall advice the Engineering ITS. Furthermore, I understand that all equipment/devices are the property of the University.

Employee Signature: _____

Employee Name / Title: _____

Date: _____