



Minnesota West Additional Computer Request Form

NAME: _____ Department: _____

Minnesota West assigns each full-time employee one computing device. Where possible, if a laptop/docking station can be used in place of a desktop and tablet (two devices), that is preferred.

If a staff, faculty or administrator needs a second device for work purposes, this can be reviewed using this form. Check the appropriate box or boxes for rationale of your request for an additional computer/device:

- Teaching multiple online courses
- Teaching assignment requires mobile teaching
- Consistently teaching blended, online, and campus-based courses each semester
- Specific software/requirements needed which require a second device
- Other reason/justification: _____

Choose the type of additional device you prefer:

- Desktop Computer
- Laptop Computer
- Tablet Computer
 - iPad
 - Surface
 - Surface Pro with docking station (note that this can replace a desktop – has enough computer power)
- Other device (please specify): _____

Explain how this additional device will assist you in teaching, improve student learning, directly impact students, support your work efforts, etc. (attach additional document if needed):

Approval/Review:

- Approved
- Not Approved

Supervisor: _____ Date: _____

Supervisor Comments:

CIO Review: _____ Date: _____

CIO Comments:
