**ITG Equipment Request Workflow**

1. **User submits Equipment Request Form**

2. **Bond or Department/Grant Funded?**
   - Yes, IT reviews request, and helps spec supportable equipment.
   - No, Equipment ordered or pulled from IT stock.

3. **Existing system at least 7 years old?**
   - Yes, IT reviews request, and helps spec supportable equipment.
   - No, Equipment ordered or pulled from IT stock.

4. **Is user requesting a Mac?**
   - Yes, Justified instructional need for a Mac?
     - Yes, Ticket created for Mac.
     - No, Supervisor/Dean Approval?
       - Yes, Ticket created for Windows PC.
       - No, User sent email that Mac was denied.

5. **User sent email that Mac was denied?**
   - Yes, Ticket created for Windows PC.
   - No, User keeps what they have.

6. **ITG notified, Mac is approved**
   - Yes, Department budget charged for cost difference of Mac.
   - No, Ticket created for Mac.

* I.e. Is a Mac the only tool that can do your job, and there is no software available on Windows to perform the same job?