



# Kapi'olani Community College Technology Procurement Form

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**Requestor Information:**

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Items for Purchase: (select all that apply)**

All computers are preinstalled with software including: Microsoft Office 2016, Antivirus Software and File Encryption Software.

QTY	ITEM	SPECIFICATIONS
<input type="checkbox"/>	Windows Desktop	24" 1920x1080 LCD, Intel i5, 16GB Ram, 512GB SSD, Webcam
<input type="checkbox"/>	Windows Laptop	14" 1366x768 LCD, Intel i5, 8GB Ram, 512GB SSD, Webcam
<input type="checkbox"/>	Apple Desktop	21" 1920x1080 LCD, Intel i5, 8GB Ram, 1TB HDD, Webcam
<input type="checkbox"/>	Apple Laptop	13" 1440x900 LCD, Intel i5, 8GB Ram, 512GB SSD, Webcam
<input type="checkbox"/>	Black & White Printer	
<input type="checkbox"/>	Color Printer	
<input type="checkbox"/>	Black & White Multi-Function Printer (Scan , Copy, Fax)	
<input type="checkbox"/>	Color Multi-Function Printer (Scan , Copy, Fax)	
<input type="checkbox"/>	Other ( <i>please list below and/or submit item documents</i> )	

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**Other Items/Specifications:**

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**Reason for Request, "Why the Purchase is Necessary":**

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**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 by:  
email [CELTTtpf@hawaii.edu](mailto:CELTTtpf@hawaii.edu)  
drop-off at Naio 201  
fax to (808) 734-9287