



STATE OF WASHINGTON

Class One Workgroup IT Equipment & Office Space Request Form

REQUESTOR INFORMATION

Name: _____ Date (DD/MM/YYYY): _____
Email: _____ Meeting or Workgroup Name: _____
Phone Number: _____

IT Equipment and Office Space Request

To participate in the Workgroup, I need to borrow the following IT equipment:

- Tablet or Laptop computer*
- Computer headset
- Computer mouse
- Check the following box if you do not have access to a reliable Wi-Fi connection and need a mobile hot spot, Air Card, or other solution to access the internet via cell phone tower

* - this equipment will include Microsoft Suite, Teams, Zoom, an Internet browser, and Adobe reader. If other software is needed for accessibility or other purposes, please list the program(s) below:

To participate in the Workgroup, I request access to the following office space to attend virtual meetings:

- 1) Drop-In office workspace only
- 2) Drop-In office workspace with Wi-Fi or other internet access
- 3) Drop-In office workspace with computer equipment and Wi-Fi or other internet access

ENTER MAILING ADDRESS for Delivery of Equipment (adult signature required when package arrives) or please check pick up option requested box below.

Name: _____ I wish to pick up equipment at a state office
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ Zip Code: _____

Agency Action

Denied Approved

Approver's Name: _____ Approver's Signature: _____ Date: _____