

# Hardware Approval Request Form

The Technology Information Services Office (TISO) is responsible for the Prince George's County Fire EMS Department's IT approval process. IT hardware, or information technology hardware, is the physical components and devices used in information technology systems. IT hardware must be approved by TISO and the County's Office of Information Technology (OIT) before ordering. Please complete the IT Approval request form below and send to [pgfdtiso@co.pg.md.us](mailto:pgfdtiso@co.pg.md.us). TISO will only accept requests from a Civilian Manager or Deputy/Assistant Fire Chief. Please work with the hardware vendor to answer all questions in this form, failure to do so may prolong approval process. If you have further questions, please contact TISO at 301-883-7183 or Email [pgfdtiso@co.pg.md.us](mailto:pgfdtiso@co.pg.md.us).

Name:

Date:

Phone:

Location:

Rank/Manager:

Name of Hardware:

Type of Hardware (Ex. PC, Scanner, Cam, Phone):

Please justify need:

Does the Department or County already offer Hardware:

What will this hardware accomplish?

Please provide hardware vendor point-of-contact (POC):

Name and contact info for Fire (POC):

Is hardware a one-time fee or annual?

Is there a maintenance fee? If so, list cost:

Hardware cost?

How soon do you need hardware?

Does hardware collect data? If so, what type? (Ex. PII, name, date)

Does hardware require a data connection, power or both?