

REFERENCE: 11/18

ENQUIRIES: T. Makoe

The Chairperson

ITOPSCOM

**SUBJECT: ICT EQUIPMENT THAT REQUIRES DITCOM APPROVAL vs NO DITCOM APPROVAL
2018/19**

1. Following discussions held at the last IT Operational Committee, below please find list of equipment that requires IT OpsCom approval and those that generally do not need to be submitted for approval.

2.

APPROVAL REQUIRED	NO APPROVAL REQUIRED
Notebooks	Notebook Batteries
Printers	Portable hard drives
Personal Computers (PC's)	TV Screens, Video cameras & still Cameras
Scanners	Fax Machine
Data Projectors	Photo Copy Machines (Bizhubs,Xerox,etc)
Docking Stations	Keyboard
Network Infrastructure (Routers, Switches, Network Points, etc)	Printer consumables (toners, parts, cartridges,etc)
UPS (Uninterrupted Power Supply)	Cellular phones
KVM Switches	Portable recording devices (Dictaphone)
Data Cards	Laptop/camera bags
Mifi routers	Overhead Projector
File Servers	Portable display screens
Google Drive Access	Mouse
Shared network drives/folder (e.g S: drive)	CD's/DVD's
Netbooks	VoIP handsets

3. Submitted for further discussion and acceptance.

A handwritten signature in black ink, consisting of several vertical strokes followed by a circular flourish and a small dot at the end.

Technology Manager

MR. T Makoe

DATE: 27 November 2018