

Department	Equipment Recommendations	Equipment Reallocations/Release
Executives	6x Samsung S24A400VEN - S40VA Series	11 Monitors can be reallocated
	Logitech Wireless Combo MK360 - keyboard and mouse set	
Accounting	Extra Monitors for home use; can be reallocated from monitors released by Execs once their new monitors arrive; some might need laptop stands	Monitors can be allocated from monitors released by execs
Comms	3x Dell UltraSharp U2723QE - LED monitor	
	3x Logitech StreamCam Plus	
HR	2x Logitech StreamCam Plus	
	Dell P2418HZM	
General	Dell Latitude 3510 laptop	
	7x Logitech M510	

Notes	Product Cost	Total Cost
Required for meetings	\$307.14	\$1,841.64
To replace USB mouse and keyboards	\$36.88	\$222.90
Laptop screens often found to be too small for working with figures	n/a	n/a
Items were specifically requested by Comms	\$814.56	\$2,443.68
Items were specifically requested by Comms	\$197.45	\$592.35
Required for meetings	\$197.45	\$394.49
3 year warranty; link is to Amazon but buying direct from Dell	\$392.00	
Out of new laptops to allocate to any new staff, recommend purchasing 3-5 additional laptops depending on how many new hires are expected over this semester and early next. Adjust numbers accordingly.	\$1,197.19	\$3519.57 - 5985.95
Required for laptop users	\$35.59	\$249.13