# Sample Catalog Item – 'Request New Laptop'

## Item Overviews

* Name: Request New Laptop
* Description: Submit this request to provision a new laptop for a new hire or equipment replacement. Requests should be submitted at least 5 business days in advance of the required date.
* Icon: 💻 Laptop

## Form Fields

* Employee Name (Text Field, Required)
* Department (Dropdown: HR, IT, Finance, etc., Required)
* Laptop Type (Dropdown: MacBook Pro, Dell Latitude, Lenovo ThinkPad, Required)
* Justification (Paragraph Text, Optional)
* Manager Email (Text Field, Required)

## Visibility and Access

Visible to: All requesters in the IT department or users with the 'Manager' role

## Approval Logic

* Step 1: Route to the requester's manager using manager lookup.
* Step 2: If cost > $1,500, escalate to IT Finance.

## Fulfillment

* Fulfillment Group: IT Procurement Team
* SLAs: Response within 2 business days, resolution within 7 business days.