



Computer Request Form – to be sent to the ITS Service Desk for processing.

MB _____ (ITS)
 Serial Number _____ (ITS)
 Order Number LU: _____ (ITS)
 Quetzal Job# 01AL _____ (ITS)

Each request for an additional computer should be made on this form and if approved by the Finance/ITS directors will be purchased. As these requests need to feed into the IT capital planning process it's necessary to consolidate requests and prioritise these. Please can you complete this form if you have any planned computer requirements in the current year? Requirements identified during the year can be addressed on an ad hoc basis, but as capital funding may already have been allocated to other areas, these may have less chance of being successful.

Date of Application _____
 Date Received _____ (ITS)

Date Required _____

User Name (Person to be responsible for the computer) ITS

Room _____
 Number _____

Division ITS

HP EliteDesk
i5
8 GB RAM
500 GB HDD
19" Monitor
Approx Cost \$1,020

Extra requirements:

Note: No Optical Drive (Please specify if required)

Charge Code:- _____ \ \ \

Please answer the following:

1. Is the computer replacing existing computers, which will be returned to ITS? Please specify type and how many.

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Include MB numbers.

MB _____ Room _____	Purchase Date (ITS) _____
MB _____ Room _____	Purchase Date (ITS) _____

2. How many staff/post grads will be using the computer in the next year? (Include those in other operating units where appropriate).

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3. How many computers are there in the operating unit?

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4. How many staff in the operating unit?

5. How many post grads in the operating unit?

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6. Which software applications will be run on the computer?

7. If it is to be mainly used by a single person, do they have access to any other University desktop or laptop PC? Please state MB numbers.

8. Is the computer required for specialist research needs & if so has the computer cost been explicitly quoted in research contract pricing?

Amount Quoted in Research contract. \$_____. (If a copy of the contract is available please attach to this application)

9. What is the expected life of the computer in this project?

10. Is the Computer being used at home? If so please state how many days per annum and the uses the computer will be put to whilst away from campus.

Any additional Comments:

Confirmed and Actioned by Administrator _____

Name _____

Date _____

Approved by Dean/Director _____

Name _____

Date _____

ITS Director _____

Date _____

Finance Director _____

Date _____

NB (ITS to send a copy to Finance once approval is given)