



Notebook 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)

Date of Application: ----- Date Required -----

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

Division ----- Room Number -----

Lincoln University Standard Notebook Specification:

Model: HP ProBook 650 G2
CPU: I3-6100U
RAM: 4GB DDR4
Hard Drive: 256GB SSD
Screen: 15 HD

Charge Code:- _____ \ \ \ _____

Please answer the following:

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

 Include MB numbers.

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

2. Will operating units be sharing the notebook with other operating units? If so which ones?

3. How many staff/postgrads will be using the notebook in the next year? (Include those in other operating units where appropriate).

4. Will it be used in teaching areas not equipped with computers with appropriate software? How often? Hours/ weeks?

5. Will it be used for other purposes in areas on campus where computers with appropriate software are not available (e.g. meetings). How often? Hours/Weeks

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6. Is it needed for "profile" reasons – i.e. to create a good high-tech image of the University on overseas visits and at conferences? Supply details.

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7. How many notebooks are there in the operating unit?

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8. How many staff in the operating unit?

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9. How many postgrads in the operating unit?

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10. Which software applications will be run on the notebook?

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

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

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Amount Quoted in Research contract. \$_____.

13. What is the expected life of the laptop in this project?

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14. Is the Computer being used in the field or on travels? If so please state how many days per annum and the uses the computer will be put to whilst away from campus.

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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)