

School of Computer Science and Engineering, UNSW

REQUEST FOR SUPPLY OF NOTEBOOK OR NON-STANDARD COMPUTER

REQUESTER DETAILS

Name: _____

Phone: _____

Employee/Student No: _____

Room #: _____

Employment Status/ Program of Study: _____

Date of commencement: _____

Email: _____

Signature: _____

Date: _____

POLICY DOCUMENTS

Please consult the following documents for the School's Policy on provision of computing equipment for researchers:

- http://taggi.cse.unsw.edu.au/Policies/Computers_Provided_by_CSE/
- http://taggi.cse.unsw.edu.au/Policies/CSE_Standard_Equipment/

REQUEST FOR A NON STANDARD SYSTEM

All requests for notebook or custom system require the following before processing :

- Approval from supervisor if you are a postgraduate researcher
- Additional funding source
- Email csg.manager@cse.unsw.edu.au to arrange a meeting with the CSE IT Manager to discuss your particular requirements.

SYSTEM REQUESTED

HP STANDARD NOTEBOOK

MAC STANDARD NOTEBOOK

CUSTOM SYSTEM (additional funding source required) *

Please provide a quotation or detailed description of the system required on a separate sheet. Computers that are partly funded by School operating funds must be from a UNSW preferred supplier. See <https://www.it.unsw.edu.au/staff/hardware/index.html> for details

APPROVAL FROM SUPERVISOR or FINANCIAL DELEGATE

Name _____ Signature: _____ Date: _____

ADDITIONAL FUNDING SOURCE INFORMATION

FUND	DEPARTMENT ID	PROJECT/GRANT	SPLIT

SUBMITTING THIS FORM

After meeting with the School IT Manager, please submit this form to the CSE Head of School Office (K17 104) for processing

FOR OFFICE USE

IT MANAGER APPROVAL Name _____ Signature: _____ Date: _____
(for notebook/custom systems):

FINANCE APPROVAL: Name _____ Signature: _____ Date: _____