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:


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

☐ 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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPARTMENT ID</th>
<th>PROJECT/GRANT</th>
<th>SPLIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: __________

FINANCE APPROVAL: Name: __________________________ Signature: __________________________ Date: __________

Updated 25 February 2019