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: ___________________________ Date: ___________________________
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  ☐ 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

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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 31 August 2017