
School of Computer Science and Engineering, UNSW

REQUEST FOR SUPPLY OF DESKTOP 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 DESKTOP SYSTEM

Please select one of the following :

- INITIAL REQUEST FOR CSE COMPUTER
- REPLACEMENT OF EXISTING CSE COMPUTER

Asset number: _____

SUBMITTING THIS FORM

NEW STUDENTS OR STAFF :

Please submit this form to the CSE Head of School Office (K17 104) for processing

EXISTING STUDENTS OR STAFF :

Please submit this form to the IT Manager CSE (K17 Room 111) for approval

FOR OFFICE USE

FINANCE APPROVAL: Name _____ Signature: _____ Date: _____

IT MANAGER APPROVAL Name _____ Signature: _____ Date: _____