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# 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/Computers_Provided_by_CSE/)
- [http://taggi.cse.unsw.edu.au/Policies/CSE\\_Standard\\_Equipment/](http://taggi.cse.unsw.edu.au/Policies/CSE_Standard_Equipment/)

### REQUEST FOR A DESKTOP SYSTEM

Please select one of the following:

**WINDOWS or LINUX** (HP Standard Desktop)

**OS X** (Mac Standard Desktop)

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: \_\_\_\_\_