

Request Form for New PCs

SECTION 1 – USER DETAILS

(Completed by Andrew – room 264 or the user)

Name	
Email address	
Telephone	
Room/Desk Number	
Type of user (PG/Staff/Visitor etc)	
Supervisor/Staff Position	

SECTION 2 – HARDWARE

(Completed by Andrew)

Desktop/Laptop	
Monitor	
Keyboard	
Mouse	
Operating system	

Estimated order date	
Estimated delivery date to s/w	

Signed (AMP):

SECTION 3 – SOFTWARE REQUIREMENTS

(Completed by Graham/Matt/Rob – room 284)

Open/Closed box	
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Standard Windows apps: MS Office, Anti-virus, Firefox, Acrobat Reader, Java, FTP/Zip, Browser plug-ins etc
 Standard Linux apps: Open Office, Firefox, Acrobat Reader, Java, Emacs, Zip, Latex, Matlab, Net Beans, Python, Perl

Other Applications	Licence?

Estimated completion date:

Signed (user):

Signed (support):

To be filled in by IT support staff

Username	
Computer Name	
Serial No	
Monitor Serial No	
MAC Address	
IP Address	144.173.

Windows updates	
Install printers & set default	
Registry changes & policies	
Add user to groups (LDAP)	
Add to domain? (install SCCM)	
Set local passwords	

Completed by:

Date: