

FY 2010 Computer Hardware and Software Request Form

End User _____	5-23731-2610	Cost Estimate _____	Date _____
Group _____	5-23731-2290	Cost Estimate _____	RT# _____
	5-23731-2120	Cost Estimate _____	CIDS# _____
Non CSG Budget _____		Cost Estimate _____	

Instructions: Fill in the end user's name and group. **If this request is for a system that will be used in the Laser Facilities, a CIDS must be specified. If none exists, a CIDS must be initiated before this request will be accepted.** For a new computer, fill in the requested information except for the specifications. For new software or hardware add-ons, fill in the items you want in those sections. Have this form signed by your Group Leader and then give it to someone in Computer Support. The end user will be contacted if more information is needed or if the request is denied.

>>> No purchases will be made until you contact CSG after the new budgets are approved. <<<

New Computer

Upgrade of Existing Computer Existing Computer Name _____

Will the old PC be re-used, if so by whom? _____

How will the new computer be used? (Check-mark all that apply)

Office Work (e-mail, word Processing, spreadsheets, etc.)

Engineering, Simulations, Software Development, Graphic Design and Illustration

Specialized (Instrumentation Support, Laser Facilities, Compact Chassis, Server, etc.) _____

Laser Facility System (A CIDS must be supplied, CSG will not accept a request for a critical system without a CIDS!)

Portable (Travel, Presentations, movement within LLE)

Specifications (Filled in by CSG)

Operating System	<input type="checkbox"/> Windows	<input type="checkbox"/> Mac OS X	<input type="checkbox"/> Linux
Processor	<input type="checkbox"/> 32-bit	<input type="checkbox"/> 64-bit	
<input type="checkbox"/> Basic System	<input type="checkbox"/> High-Performance	<input type="checkbox"/> Multi Processor	<input type="checkbox"/> RAM _____ GB
<input type="checkbox"/> 19" LCD	<input type="checkbox"/> 24" LCD	<input type="checkbox"/> Dual _____" LCD	<input type="checkbox"/> Other Display _____
<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____	

New Software and Software Upgrades (Check the box in the Upgrade column if you already have a license)

New	Upgrade	Description	New	Upgrade	Description
<input type="checkbox"/>	<input type="checkbox"/>	MathType	<input type="checkbox"/>	<input type="checkbox"/>	Visual Studio
<input type="checkbox"/>	<input type="checkbox"/>	Microsoft Project	<input type="checkbox"/>	<input type="checkbox"/>	PV-Wave
<input type="checkbox"/>	<input type="checkbox"/>	MathCAD	<input type="checkbox"/>	<input type="checkbox"/>	VISRAD
<input type="checkbox"/>	<input type="checkbox"/>	Visio	<input type="checkbox"/>	<input type="checkbox"/>	Graphite
<input type="checkbox"/>	<input type="checkbox"/>	Tecplot	<input type="checkbox"/>	<input type="checkbox"/>	Exceed X/Windows
<input type="checkbox"/>	<input type="checkbox"/>	Mathematica	<input type="checkbox"/>	<input type="checkbox"/>	MATLAB
<input type="checkbox"/>	<input type="checkbox"/>	Adobe Acrobat Professional		<input type="checkbox"/>	Toolbox _____
<input type="checkbox"/>	<input type="checkbox"/>	Adobe Photoshop		<input type="checkbox"/>	Toolbox _____
<input type="checkbox"/>	<input type="checkbox"/>	Adobe Illustrator		<input type="checkbox"/>	Toolbox _____
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Add-Ons and Peripherals

<input type="checkbox"/> DVD±RW (Handles CD-RW as well)	<input type="checkbox"/> Framegrabber:
<input type="checkbox"/> USB Memory Key (size: _____GB)	<input type="checkbox"/> GPIB Card
<input type="checkbox"/> Additional Hard Drive (size: _____GB)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Special Instructions

Approvals

Group Leader

CSG Group Leader