

FY 2018 Computer Hardware and Software Request Form

End User _____	2620	Cost Estimate _____	Date _____
Group _____	2291	Cost Estimate _____	RT# _____
	2120	Cost Estimate _____	CIDS# _____
Non CSG Budget _____		Cost Estimate _____	

Instructions:

- Step 1:** Fill in the end user's name and group (above) and as much of the unshaded areas that you are able
Step 2: Review your request with your Group Leader and have them sign the request form (at bottom)
Step 3: Take the signed form to Matt Goheen (room 2227)

If this request is for a system that will be used in the Laser Facilities, a CIDS must be specified (above). 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.

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

<input type="checkbox"/> New Computer			
<input type="checkbox"/> 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)			
<input type="checkbox"/> Office Work (e-mail, word processing, spreadsheets, etc.)			
<input type="checkbox"/> Mechanical Engineering or Electronic Design			
<input type="checkbox"/> Simulations, Software Development, Graphic Design and Illustration			
<input type="checkbox"/> Specialized (Instrumentation Support, Compact Chassis, Server, etc.)	Use Special Instructions box (below) to describe		
<input type="checkbox"/> Laser Facility System (Requires Informatics Group approval and CIDS)			
<input type="checkbox"/> Laptop: Choose one: <input type="checkbox"/> Inside (will never leave LLE) <input type="checkbox"/> Outside (travel, home, etc.)			
Specifications (Filled in by CSG)			
Operating System	<input type="checkbox"/> Windows	<input type="checkbox"/> Mac OS X	<input type="checkbox"/> Linux
<input type="checkbox"/> Standard System	<input type="checkbox"/> Multi-Processor	<input type="checkbox"/> Chromebox/book	<input type="checkbox"/> RAM _____ GB
<input type="checkbox"/> 24" LCD	<input type="checkbox"/> 34" LCD	<input type="checkbox"/> Dual _____" LCD	<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 (Version: _____)
<input type="checkbox"/>	<input type="checkbox"/>	MathCAD	<input type="checkbox"/>	<input type="checkbox"/>	PV-Wave
<input type="checkbox"/>	<input type="checkbox"/>	Mathematica	<input type="checkbox"/>	<input type="checkbox"/>	VISRAD
<input type="checkbox"/>	<input type="checkbox"/>	FRED	<input type="checkbox"/>	<input type="checkbox"/>	Graphite
<input type="checkbox"/>	<input type="checkbox"/>	Tecplot	<input type="checkbox"/>	<input type="checkbox"/>	X-Win32
<input type="checkbox"/>	<input type="checkbox"/>	Intel FORTRAN			
<input type="checkbox"/>	<input type="checkbox"/>	Adobe Acrobat Professional	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Adobe Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	Adobe Illustrator	<input type="checkbox"/>	<input type="checkbox"/>	_____

Add-Ons and Peripherals	
<input type="checkbox"/> DVD±RW (Handles CD-RW as well)	<input type="checkbox"/> Other _____
<input type="checkbox"/> USB Memory Key (size: _____ GB)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Additional Hard Drive (size: _____ GB)	<input type="checkbox"/> Other _____

Special Instructions

Approvals

_____	Group Leader
_____	CSG Group Leader
_____	Informatics Group Leader (for Laser Facilities)