

CVM-ITS New Computer Information Form

Employee Name: _____ Phone : _____ Date: _____

Department: _____ Room No. for Computer: _____ Desktop Laptop

Inventory Information

Will this computer replace an existing one? Yes No _____
Inventory # of Computer to Be Replaced

Current computer should be: Sent through Disposal Transferred to Another Placed in Another Room
Process Department

Notes _____

Installation Information

If this computer is not replacing another one, several things need to be verified for installation. If you are unsure of how to answer these questions, please contact CVM-ITS for assistance.

Does the specified work area have an active network port available? Yes No

Does the specified work area have a surge protection device with available ports? Yes No

Will the new computer be connected to any peripherals? (printer, lab equipment) Yes No

Notes _____

Hardware Information

CVM minimum specifications for new computer purchases at CVM are as follows: 2.0 GHz Core 2 Processor, 2 GB RAM, 256 MB VRAM, 100 GB Hard Drive, DVD-ROM.

If your new computer requires hardware that exceeds these specifications, please list these requirements: _____

Software Information

CVM owned computers are deployed with Microsoft Windows 7 Pro Operating System and current versions of Symantec Endpoint Protection, Internet Explorer, FirstClass Email Client, Adobe Acrobat Reader, and Microsoft Office (license required). Please list any additional licensed software required on the computer.

User Information

This will be a Single-User Computer _____

Primary User

Multi-User Computer _____

Clinic, Lab, etc.

Requestor's Signature _____ Date _____

Department Head's Signature _____ Date _____

CVM-ITS Signature _____ Date _____