

# Materials Research Institute

## Computer Request Form

The IT Group will be pleased to order your new computer for you, but in order to do so we need some information. Please complete this form and submit to the IT office in 101 MRL Building.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Priority: High Medium Low

### Type of Computer

Desktop:   
Laptop:  Wireless:   
Data Entry:   
Server:   
Data Storage:   
Simulation:  Maximum to Spend: \_\_\_\_\_  
Lab Machine:  Account to charge: \_\_\_\_\_

### Peripherals

Monitor:  Flat Panel:  CRT:  CD Burner:   
Surge Protector:  DVD Burner:   
Docking Station:  Mouse/Keyboard:   
Ext. Hard  Speakers:

### Miscellaneous

Sound Card:   
Pen Drive:  128MB:  256MB:   
Dual Monitors:   
Other: \_\_\_\_\_  
\_\_\_\_\_

### Office Use Only:

Date Filled: \_\_\_\_\_  
Vendor \_\_\_\_\_  
Spec Price: \_\_\_\_\_  
Initials: \_\_\_\_\_