

NSU PC Workstation Refresh Request Form

To request a standard PC/Workstation for yourself or your staff member, please fill out this form and email it to the OIT Client Services helpdesk@nsu.edu or fax it to 757-823-8117 or 757-823-2128.

For scheduling purposes, this request includes delivery of this equipment and arrangements for removal of the equipment to be replaced. Moving other PCs should have a separate work ticket which has been requested through the helpdesk.

Due to the source of funding, the exact delivery date of the equipment is not known.
 If this is an urgent request please coordinate that purchase through your department.
 If a new machine is not available, another machine may be substituted as needed.

I have read and agree to the conditions described above _____ (Initials).

Name (Please Print)			
Department			
Building and Room #			
Phone Numbers			
E-mail Address			
Signature Dean/Department Head		Date	

Minimum Configuration for Standard PC Workstation

- Base Unit: OptiPlex 780 Desktop Base Up to 88 Percent Efficient PSU (224-6849)
- Processor: OptiPlex 780, Core 2 Duo E8400 with VT/3.0GHz,6M,1333FSB (317-2458)
- Memory: 4GB,Non-ECC,1066MHz DDR3,2X2GB,Dell OptiPlex 780/580 (317-2593)
- Keyboard: Dell USB Entry Keyboard, No Hot Keys, No Palmrest, English, OptiPlex (330-1987)
- Monitor: Dell Professional 1909W,Widescreen,19in Viewable Image Size,EPG,VGA/DVI,OptiPlex,Precision,Latitude and Enter (320-8466)
- Video Card: 256MB ATI RADEON HD 3450 Graphics Dual DVI and TV Out, Low Profile,OptiPlex 780 Small Form Factor and Desktop (320-1140)
- Hard Drive: 160GB SATA 3.0Gb/s and 8MB Data Burst Cache,Dell OptiPlex 780/580 (341-9792)
- Floppy Disk Drive: Dell 19 in 1 Media Card Reader,OptiPlex 780 Desktop (341-9766)
- Operating System: Windows 7 Professional Downgrade to XP Professional SP3, Media, Optiplex, English (421-2350)
- Operating System: Windows 7 Downgrade RLOB (421-1993)
- Mouse: Dell USB 2 Button Optical Mouse with Scroll,Black OptiPlex (330-2733)
- NIC: Intel Standard Manageability, Hardware Enabled Systems Management, Dell OptiPlex 780 (330-5895)
- TBU: No RAID, Dell OptiPlex 960,580 and 980 (341-8036)
- CD-ROM or DVD-ROM Drive: 16X DVD+/-RW SATA,Data Only,Dell OptiPlex Desktop or Minitower (313-8645)
- CD-ROM or DVD-ROM Drive: Cyberlink Power DVD 8.3,with Media, Dell Relationship LOB (421-0536)

Technical Review of Request

FOR USE BY OIT ONLY (Do not write below)			
Inspection Done By: _____	Date: _____	Ticket: _____	
Replacement Recommendation: _____	YES _____	NO _____	Ticket Date: _____
OIT APPROVAL _____	Date: _____		
Date Request Sent to Warehouse: _____	Computer Type: _____		
Number Released: _____	NSU # Assigned: _____		
Reference#: _____	Computer Delivered: _____		