

# 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 757-823-8177 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.

If this is an urgent request please coordinate that purchase through your department head / Dean.  
 Due to the source of equipment trust funding, the exact delivery date of the equipment is not known.  
 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).**

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

## Minimum Configuration for Standard PC Workstation

- Base Unit:** OptiPlex 760 Desktop
- Processor:** OptiPlex 760, Core 2 Duo E8400/3.0GHz, 6M
- Memory:** 4GB, Non-ECC, 800MHz DDR2, 4x1GB
- Keyboard:** Dell USB Keyboard, No Hot Keys English, Black
- Monitor:** Dell Ultra Sharp 1909, Wide Flat Panel w/ Height Adjustable Stand
- Video Card:** 256MB nVidia GeForce 9300 GE Dual DVI/ VGA and TV Out, Low Profile
- Hard Drive:** 250GB SATA 3.0Gb/s and 8MB Data Burst Cache
- Floppy Disk Drive:** Dell 19 in 1 Media Card Reader
- Operating System:** Windows XP PRO SP3
- Mouse:** Dell USB 2 Button Optical Mouse with Scroll, Black
- NIC:** Intel Standard Manageability Hardware Enabled Systems Management
- CD-ROM or DVD-ROM Drive:** Roxio Creator Dell Edition, 9.0 OR Cyberlink Power DVD 8.1, with Media, Dell OR 16X DVD+/-RW SATA, Data
- Sound Card:** Heat Sink, Mainstream
- Speakers:** Dell AX510 black Sound Bar for UltraSharp Flat Panel Displays
- Service:** 4 Year Extended and 3YR Limited Warranty Monitor

### Technical Review of Request

<b>FOR USE BY OIT ONLY (Do not write below)</b>			
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: _____		