

To Be Completed by Purchasing Officer	
Purchasing Officer	
Order Number	
Supplier	
Date of Order	
Estimated date of delivery	
Brand	
Model	
Serial Number	
Does this machine replace another machine that will then be used by someone else?	If so, please forward to Faculty IT Services a completed copy of the "Request to transfer a computer " form http://fcms.its.utas.edu.au/healthsci/healthsci/policies.asp
Screen details	
Keyboard and peripherals details	
Software to be installed	
End User	
Staff ID Number:	
Phone Number	
Email	
School	
Building	
Room Number	
To Be Completed By IT Staff	
Network Name	
RAM (Mb)	
Hard Drive (Gb)	
System	
JT Number	
IP Address	
MAC Address	
Software installed (with licence no if appropriate)	
Printer	
Printer IP Address	