



Computing Request Form

Send To: servicedesk@medicine.arizona.edu

For questions, call the ITS Service Desk at 626-8721

<http://servicedesk.medicine.arizona.edu/>

Date: <input type="text"/>		<i>By submitting this form, you affirm that you have read and understand The University of Arizona Acceptable Use of Computers and Networks Policy at: http://policy.arizona.edu/information-technology/acceptable-use-computers-and-networks</i>			
User	Name	UA Net ID	Phone	Department	Bldg/Room Number
1. Services		Employee Information			
<input type="checkbox"/> Install NEW Device (Desktop, Laptop, Printer, Other)		New Employee Start Date:			
<input type="checkbox"/> Install NEW Software (please specify software below)		Supervisor Name:			
Installation Location - Building # / Room # / Office:			<input type="radio"/> Faculty <input type="radio"/> Administrator <input type="radio"/> Staff <input type="radio"/> Student		
Hardware or Software Order For orders outside any of these standards contact the ITS Service Desk at 626-8721 to schedule a consultation.					

2. Hardware All Windows desktop systems come standard with Microsoft Windows 10 Enterprise. Small Form Factor towers will be ordered unless specified otherwise

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|--|---|-------------------------------------|
| <input type="radio"/> Dell OptiPlex 7060 w/Single P2319H Monitor - \$1,362.75
Intel Core i7-8700, 16 GB RAM, 256GB PCIe NVMe SSD | <input type="radio"/> Dell OptiPlex 7060 w/Dual P2319H Monitors - 1,548.98
Intel Core i7-8700, 16 GB RAM, 256GB PCIe NVMe SSD | <input type="radio"/> Other: |
| <input type="radio"/> Dell OptiPlex 3060 w/Single E8H Monitor- \$911.60
Intel Core i5-8500, 8 GB RAM, M.2 256 GB SATA SSD | <input type="radio"/> Dell OptiPlex 3060 w/Dual E2318H Monitors - \$1033.35
Intel Core i5-8500, 8 GB RAM, M.2 256 GB SATA SSD | |

Apple Desktop Systems - NOTE: No CD/DVD Drive.

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|---|-------------------------------------|
| <input type="radio"/> iMac, 21.5" - \$1,638.31
3.4 GHz Intel i5, 8 GB RAM, Intel Iris Pro 6200, 1 TB HDD, Includes AppleCare | <input type="radio"/> Other: |
| <input type="radio"/> iMac, 27" with Retina 5K Display - \$2,376.79
3.5 GHz i5, 16 GB RAM, AMD Radeon Pro 575, 1 TB HDD, Includes AppleCare | |

Laptop Systems - NOTE: No CD/DVD Drive. Mac models require USB-C adapters for most wired peripherals

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|---|--|-------------------------------------|
| <input type="radio"/> Dell Latitude 12 7290 - \$1,372.57
7th Gen. Intel Core i5, 8 GB DDR4 RAM, 256GB SSD | <input type="radio"/> MacBook Pro 13" - \$2,045.81
Intel Core i5, 8 GB RAM, 256 GB SSD, Includes AppleCare | <input type="radio"/> Other: |
| <input type="radio"/> Dell Latitude 14 5490 - \$1,293.62
7th Gen. Intel Core i5, 8 GB DDR4 RAM, 256GB SSD | <input type="radio"/> Macbook AIR 13" - \$1,649.36
Intel Core i5, 8 GB RAM, 256 GB SSD, Includes AppleCare | |
| <input type="radio"/> Dell Latitude 15 5590 - \$1,244.30
7th Gen. Intel Core i5, 8 GB DDR4 RAM, 256GB SSD | <input type="radio"/> Macbook Pro 15" with Touch Bar - \$3,084.11
Intel Core i7, 16 GB RAM, 256 GB SSD, Includes AppleCare | |

Printers and Multifunction Devices

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|--|--|-------------------------------------|
| <input type="radio"/> HP LaserJet M402 DNE - \$199.99
B&W, Print Only, Duplex, Up to 40 PPM | <input type="radio"/> HP LaserJet M426 FDN Mono MFP - \$269.40
B&W, Print, Copy, Fax, Scan, Duplex, Up to 40 PPM | <input type="radio"/> Other: |
| <input type="radio"/> HP Color LaserJet Pro M452 DN - \$232.99
Color, Print Only, Duplex, Up to 28 PPM | <input type="radio"/> HP Color LaserJet Pro M477 DN MFP - \$389.99
Color, Print, Copy, Fax, Scan, Duplex, Up to 28 PPM | |

3. Software All desktop and laptop systems come standard with Microsoft Office 2016, Adobe Acrobat Pro DC, and Sophos Antivirus software.

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|--------------------------------------|---|--|---|-------------------------------------|
| <input type="checkbox"/> PC: | <input type="radio"/> EndNote X9 | <input type="radio"/> JMP (Mac Only)* | <input type="radio"/> Microsoft Visio (PC Only) | <input type="radio"/> Other: |
| <input type="checkbox"/> Mac: | <input type="radio"/> MATLAB (PC Only) | <input type="radio"/> SAS (PC Only)* | <input type="radio"/> Microsoft Project Professional (PC Only) | |
| | <input type="radio"/> GraphPad Prism* | <input type="radio"/> SPSS* | | |

*Asterisk denotes software that is purchased as 1 year subscription. License must be re-purchased yearly.

4. Additional Needs

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|--|---|---|
| <input type="checkbox"/> USB Printer Cables | <input type="checkbox"/> Power Strips | <input type="checkbox"/> Other : |
| <input type="checkbox"/> Dell Business Thunderbolt Dock TB16 180W - \$196.49
(For Dell models: 7290) | <input type="checkbox"/> Dell Business Dock WD-15 130W - \$136.99
(for Dell models: 5490, 5590) | <input type="checkbox"/> Ethernet Cables |

PAYMENT and Authorized Signature – for Business Office use only

Please enter a UA Account Number:

New Faculty Purchase (COM Standard Only \$2,000 Max)
Attach Affiliate Verification Form

Dept: _____ Dept No: _____