New Computer Requirements Form

**NOTE:** If you have filled out a **New Employee Computer Account Form** please begin with **item 8. Please attach this form to an email and send to** [**rt@c2b2.columbia.edu**](mailto:rt@c2b2.columbia.edu) **(C2B2) or** [**help@icg.cpmc.columbia.edu**](mailto:help@icg.cpmc.columbia.edu) **(HICCC/ICG)**

**1. Name:** Click here to enter text.

**2. University UNI:** Click here to enter text. **3. Department:** Click here to enter text.

**4. Principle Investigator:** Click here to enter text. **5. Title:** Click here to enter text.

**6. Office/Lab Room Number:** Click here to enter text. **7. Phone Number:**Click here to enter text.

**8. Computer Type:**  Desktop PC  Desktop MAC  Windows Laptop  MAC Laptop

**9.** **Laptop Size:** 13 Inch  15 Inch  17 Inch

**10. Model Preference:** Click here to enter text.

**11. Memory RAM:**  4GB  8GB 16GB Maximum system memory allotted

**12. Hard Disk Type:**  Standard Hard Disk (HD) Solid State Disk **(SSD) - Faster more expensive**

**13. Disk Capacity:**  128GB **(SSD)** 256GB **(SSD)**  512GB **(SSD)**

250GB (HD) 500GB (HD)  1TB (HD)  2TB (HD)

**14. DVD Drive:**  DVD Burner  DVD player

**15. Monitor required:**  Yes  No Multiple (2) **16. Monitor Size:** 22”  24”  30”

**17. Software:** ARCS includes the following software with all new installations: **MSOffice Suite, Firefox, Adobe Acrobat Reader, Symantec, Endnote, WinZip, Flash player, VLC media player**. Please select optional software to be installed below. **Note: A quote will be provided for paid optional software and must be purchased before installation.**

**Optional Free Software** (check all that apply) **Optional Paid Software** (Check all that apply)

MatLab Putty Genotype Adobe Photoshop Adobe Illustrator Adobe Acrobat Writer

APCAR FFE ImageJ Gene Spring Partek Laser Gene

Skype FloJo Finch TV Graph pad Canvas SPSS

Agilent SNA Mutation Surveyor Sequencer Vector NTI

**18. Additional Comments:** (Please provide any additional requirements and/or comments)

Click here to enter text.

Requestor Name: Click here to enter text.