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** **(C2B2) or** **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.