

CSM SURPLUS COMPUTER REQUEST FORM v.2.2

Overview – Please read carefully!

Colorado School of Mines lab computers are replaced every 3 to 4 years using Tech Fee funds provided primarily by students. Used lab computers in good condition will be reallocated without charge by the CSM Graduate School and the Computing, Communications, and Information Technologies (CCIT) department in this order of preference: 1. Student labs, workrooms, and breakout rooms. 2. Lecturers and instructors without departmental or research funds. 3. *Unfunded* graduate students (funded graduate students should receive a computer from RA funds).

Graduate students: Please have *your advisor* complete and sign this form. In the “justification” section, below, please indicate whether you are on a Research Assistant (RA) contract. Requests should be submitted during the *first two weeks of the semester*. At that time, CCIT and the Graduate School will review all requests and allocate the computers. There will be a limited number of computers available, so please submit your request as soon as possible at the start of the semester for full consideration.

Note that while CSM Campus Computing, Communications, and Information Technologies (CCIT) will support surplus computers for a reasonable period of time, these machines are no longer protected by a manufacturer's warranty. As such, if repair parts are eventually needed, recipients or their departments will be responsible for the cost of those parts. In addition, the recipient or department may be required to purchase an operating system or other software for each computer received. Peripherals like monitors, keyboards, and mice will be supplied if available.

*The faculty or staff member supervising this request (not a student) is asked to complete this form in full and return it to Cherie Dardano, CT244, to be considered for surplus hardware as it becomes available. **Please submit one form per recipient or lab.***

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| Name and location of <i>lab</i> and number of lab computers requested. <i>Or</i> name, location, and title of <i>individual</i> to receive one surplus computer. | |
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| Justification for this request: What other resources, if any, are available to provide computing resources to the proposed recipient or lab? (May continue answer on back of form.) | |
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| Your name, official title, and CSM department (you are the faculty or staff member sponsoring the request). | |
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| Your contact email address or phone number. | |
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| Your signature / Today's date | |
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| <i>For Internal Use Only</i> | |
| Approved / Disapproved (circle one) | |
| By | Date |
| Explanation | |
| Applicant notified? | ADS notified? |