

# The Biotechnology Centre of Oslo



Centre for Molecular Medicine Norway  
Nordic EMBL Partnership for Molecular Medicine

## COMPUTER SYSTEM ORDER FORM (to be filled by the IT officer)

<b>GROUP LEADER/Stedkode/Tiltak</b>	
<b>USER NAME(S)</b> (person(s) to use the system)	
<b>PHYSICAL SYSTEM LOCATION</b> (specified by user)	
<b>SYSTEM VENDOR/SUPPLIER</b>	
<b>SYSTEM MODEL</b>	
<b>NUMBER OF PROCESSORS/CORES</b>	
<b>RAM MEMORY</b>	
<b>DISK SPACE/NUMBER OF DRIVES/RAID</b>	
<b>NUMBER AND GRADE (1G/10G) OF NETWORK CARDS</b>	
<b>NUMBER AND SIZE OF MONITORS</b>	
<b>ADDITIONAL HARDWARE PARTS</b>	
<b>PURCHASE VALUE OF SYSTEM</b> (VAT INCL)	
<b>DATE OF ORDER</b>	
<b>EXPECTED DELIVERY DATE</b> (quoted by VENDOR)	
<b><u>DEADLINE</u> FOR DELIVERING <u>FUNCTIONING</u> SYSTEM TO USER</b> (specified by user)	
<b>OS to run on the machine</b>	
<b>APPLICATIONS to install</b> (Specified by user)	

The responsible IT Officer/Date:

The responsible Group Leader/Date:

### **GUIDELINES:**

1. This form is filled by the IT officer on behalf of the user/Group Leader. The IT officer should place the order and keep track of all aspects of delivering the system to the end user.
2. A **FUNCTIONING** system is a system that is able to provide to the user(s):
  - A reliable system in terms of its general hardware operation.
  - The ability to login and access the home and group areas of the user(s).
  - The ability to run properly the specified applications of this form.
  - The ability to print to the printers the user specified.
3. The **EXPECTED DELIVERY DATE** should give a gap of at least 4 working days prior to the specified **DEADLINE FOR DELIVERING** the **FUNCTIONING** system to the user. This implies that the system order should be placed only if the Vendor/Supplier can meet this requirement. In the event of the Vendor/Supplier not being able to meet this date rule requirement, the IT officer has to immediately inform via email the Group Leader and user(s) in question, ccing in the email [drift@biotek.uio.no](mailto:drift@biotek.uio.no) . Then the IT officer can negotiate with the Group Leader/User(s) a new Deadline for delivering the Functioning System to the user.
4. If for any reason, the supplier misses the EXPECTED DELIVERY DATE, OR the Delivery Deadline cannot be met for whatever reason, the IT officer has to immediately inform via email the Group Leader and user(s) in question, ccing in the email [drift@biotek.uio.no](mailto:drift@biotek.uio.no) .