



# Hong Kong Shue Yan University

## Software/Hardware Request Form (For research projects)

\* Please fill in the form and return to Computing Services Center, Main building Room 310.

### Part 1: Requestor Information:

|  |   |
|--|---|
| Name:  |   |
| Telephone number:                            |   |
| Department:                                  |   |
| Intended starting date of use:               |   |
| Site/Location and Room number:               |   |
| <i>*Please circle all applicable item(s)</i> |   |
| Type of usage:                               | Research  |
| Name of Research Project:                    |   |
| Research Project Ref. no.                    |   |
| Resource request:                            | Software (Please fill in Part 2) / Hardware (Please fill in Part 3) |

### Part 2: Software information:

|  |  |
|--|--|
| Software package name:   |  |
| Explain your computing needs (i.e. what you intend to use the software for): |  |
|  |  |

### Part 3: Hardware information:

|   |  |
|---|--|
| Type of hardware desired:   | <input type="checkbox"/> Desktop Computer <input type="checkbox"/> Printer |
|   | Others:  |
| List any specifications needed:   |  |
|   |  |
| Explain your computing needs (i.e. what you intended to use the computer for) |  |
|   |  |

Signature:

\_\_\_\_\_  
Name and title ( )

Date: \_\_\_\_\_

### For Computing Services Center use only

|                                      |                            |
|--------------------------------------|----------------------------|
| Handling Staff Name:                 | Internal Reference Number: |
| Total cost of the Software/Hardware: | Completion date:           |