

Computer Imaging Form

User Name: _____ Phone # _____ Agency/Location: _____

Existing PC Details:

Blue State ID#: _____

Model Number _____

Dell Service Tag: _____

IP Address: _____

New PC Details:

Blue State ID#: _____

Model Number: _____

Dell Service Tag: _____

IP Address: _____

Express Service Code: _____

Software to be Installed:

- Microsoft Office Suite 2013 2010 2007 Standard Pro
- (Must have license for the version you are requesting.)
- Note ****Office 2007 All Versions reached end of support by vendor in 2014**

Applications Needed: _____

Printers/Scanners to be Connected:

Make and Model Number	Connection: Local or Network?	If Network: IP Address?

The Division Coordinator's signature certifies that the division has purchased sufficient licenses to install the indicated software on this PC.

 *** *Division Coordinator's Signature* ***

Date

For Technician Use only:

Windows OS and Office updates applied () Yes Device Manager Checked () Yes BIOS Updated () Yes

Verified PC Name () Altiris Client () GPUUpdate () Yes Flush DNS () Yes

PC Joined to Domain? () Yes Correct container in AD? () Yes Old PC removed from AD? () Yes