



Washington University in St. Louis

SCHOOL OF MEDICINE

Department of Radiation Oncology

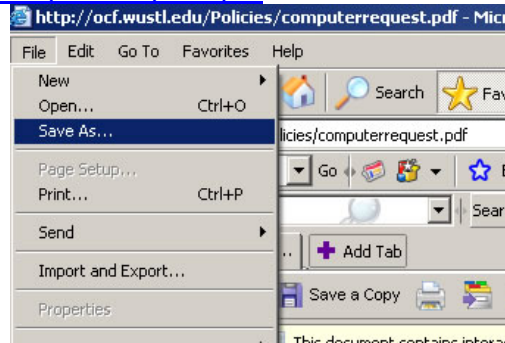
Purchasing computer hardware:

Step 1. Go to <http://ocf.wustl.edu/ComputerStandards.aspx> and review our current computer standards and select the one that best fits your needs.

Step 2. Go to <http://ocf.wustl.edu/Policies/computerrequest.pdf> and fill out the document.

You can do a File Save As and then give it a descriptive name like
pcrequest_PhysicsStaff_05_05_2007.pdf

Then email that document to
ocfsupport@radonc.wustl.edu



Step 3. When OCF receives your request we will compile an E-quote for the hardware. We will also compile a quote for any extra software that you requested.

Step 4. OCF will send an email containing the quote for hardware, and the quote for software.

Step 5. The responsible party will reply to said email, and give email approval to purchase said equipment.

Step 6. OCF will complete necessary documentation and send back to responsible party for signing.

Step 7. Responsible party will then interoffice signed documentation to OCF for purchase.

Step 8. OCF will deliver hardware to location provided on the computerrequest.pdf after completing configuration.

Thank you
OCF Staff