



Workstation standards effective July 1, 2003

Pentium 1: not serviced or upgraded

Pentium 2: can support basic apps with RAM upgrade and Windows 2000 OS

Pentium 3 & 4: are fully functional with 256 mgs RAM and Windows XP OS

As problems are reported, P 2, 3 and 4 workstations will be appropriately upgraded.

Current 'new' workstations standard:

GX260/256mg RAM/20 gig hard drive/17" CRT monitor/CDRW/Microsoft scroll mouse

Prices vary based on Dell current quote sheet: with monitor \$1080; without monitor \$900

**Justifications:** All replacements must be fully & adequately justified including specific repair record, special requirements for approved non-standard applications, etc.

[Examples: 1) Sally Smith, Department secretary has a Pentium 1, which is no longer supported. Jane Brown, the Department's Executive Associate has a Pentium 3. We will migrate the P3 to the secretary and purchase a new workstation for the Exec. Associate. 2) Dr. Jones currently has a P2 and regularly uses XYZ scientific notation package. The upgrade to this package requires Windows XP, which does not run on a P2. We must therefore purchase him a new workstation.]

Additional options or upgrades including speakers, zip drives, additional memory, etc. must be specifically justified based on operational requirements. Provide justification here for any requirements in excess of the current standards:

[Examples: 1) The new workstation for Dr. Jones must also include a zip drive so he can copy large files that are too large to copy to the network 2) Dr. Jones is now participating in the Frontiers in Medicine program and must listen to Internet broadcasts from his office. He must have speakers for this workstation.]

Printer current standards: Stand-a-lone: HP1200; Workgroup: HP4200n

All other requests must be fully justified:

**Remember to Attach CAS<sup>2</sup> Customer Support Engineer signed Dell /HP Spec sheet**