**“Equipment Request” – Form**

**Lab Unit**

**FORM NO – LU-4**

To request equipment related to laboratory at CCIS, please complete the appropriate details asked in the form.

**Requestor information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Name:** | **Department:** |  | **Date Reported:** |
|  | **IP Extension:** |  | **Room No.:** |
| **Priority for the Issues:** |  High |  Medium |  Low |
| **Name of Lab Unit member handling your request:** |
| **Item Type:** Hardware  Software | **Lab Name** | **Lab Number:** |
| **Item Name** | **Quantity** | **Unit Price** | **Total Price** |
| **The Problem is resolved:** Yes |  No |  In Progress | **Date Completed:** |

**Your Signature Approved By:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**