Kingdom of Saudi Arabia Ministry of Higher Education Majmaah University College of Computer & Information Sciences



المملكة العربية السعودية وزارة التعليم العالي جامعة المجمعة كلية علوم الحاسب والمعلومات

Lab Unit FORM NO – LU-4

<u>"Equipment Request" - Form</u>

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 re	equest:		
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:	